



# Administrative Report

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P.1., File # 26-0706

Meeting Date: 6/16/2026

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**To:** MAYOR AND CITY COUNCIL  
**From:** LUKE SMUDE, ASSISTANT TO THE CITY MANAGER

## **TITLE**

DISCUSSION AND POSSIBLE ACTION REGARDING ADOPTION OF THE REVISED CITY COUNCIL RULES OF CONDUCT AND DECORUM ALONG WITH ADDITIONAL UPDATES TO COUNCIL PROCEDURES AND DOCUMENTATION, INCLUDING STARTING CLOSED SESSION DELIBERATIONS AT 4:00 P.M. RATHER THAN 4:30 P.M., UPDATING THE CITY COUNCIL AGENDA TEMPLATE, AND ESTABLISHING A SCRIPT TO BE UTILIZED WHEN DISRUPTIONS TO CITY COUNCIL MEETINGS OCCUR

## **EXECUTIVE SUMMARY**

As part of an ongoing effort to improve the efficacy of the City's public meetings, staff is presenting the Revised City Council Rules of Conduct and Decorum for City Council review, discussion, and possible direction/action. The proposed Rules establish a consolidated, updated, and comprehensive framework governing City Council meetings, Commission meetings, public participation, quasi-judicial procedures, motions, decorum, and remote participation.

The proposed Rules incorporate detailed procedures on meeting conduct, public comment, enforcement provisions, commissioner roles, as well as standards of conduct and also include updated provisions aligned with recent changes in the Brown Act, including requirements stemming from the adoption of Senate Bill (SB) 707 regarding disruptions to telephonic or internet service. Council is also being asked to consider an updated Council Agenda template, along with a script that would be utilized if disruptions to City Council meetings occur.

## **BACKGROUND**

The City Council is authorized under the City Charter to establish rules for the conduct of City proceedings and to create boards and commissions as required to promote the interests of the City. The Rules of Conduct currently in place were last updated in April 2022. Subsequently, through strategic planning discussions in 2023 and 2024, the City Council expressed the need for more structured meeting procedures, clearer commission roles, and stronger tools to address disruptions to public meetings.

The newly drafted Rules address the full scope of meeting conduct, including procedures that:

- Establish standardized meeting order and agenda processes
- Clarify voting, motions, and quasi-judicial procedures
- Define public comment rules, time limits, and alternating procedures for in-person and remote speakers

- Set expectations and limitations on commissioners, including scope and jurisdiction
- Formalize enforcement mechanisms to maintain order and decorum
- Introduce updated policies for teleconferencing under the Brown Act and SB 707 (2025)

These Rules replace previous policies, guidelines, and bylaws unless otherwise required under the Redondo Beach Municipal Code (RBMC).

In order to comply with SB 707, all cities with a population greater than 30,000 must adopt policies that provide the following:

- **Two-way public participation:** Provide both a two-way audiovisual platform (e.g., Zoom) and a telephone dial-in line for meetings, with equivalent speaking opportunities for remote and in-person participants.
- **Teleconference disruption policy:** Adopt a written policy by July 1, 2026. If audiovisual or telephone service fails, recess for up to one hour while documenting restoration efforts; resume meeting if restoring service serves public interest, and record findings by roll call vote.
- **Captioning and accessibility features:** Provide real-time captioning during hybrid meetings, ensure accessible platforms, and post meeting minutes noting remote participation.

A revised agenda template is also being introduced for Council consideration that incorporates proposed changes to the Rules of Conduct and Decorum. A script to be employed if disruptions to Council meetings occur is also being included for consideration.

Staff recommends that the City Council review the draft Rules of Conduct and provide direction on any edits, refinements, or clarifications to this, or the other documents provided for review, prior to consideration of adoption.

### **COORDINATION**

This item was coordinated with the Mayor, City Council, City Clerk's Office, City Attorney's Office, and the City Manager's Office.

### **FISCAL IMPACT**

Work associated with the production of the City Council Rules of Conduct and Decorum is included in the FY 2025-26 Operational Budgets for the participating Departments.

### **APPROVED BY:**

*Mike Witzansky, City Manager*

### **ATTACHMENTS**

- Proposed City Council Rules of Conduct and Decorum
- Redlined City Council Rules of Conduct and Decorum delineating revisions from the September 2, 2026 Version
- Proposed City Council Agenda Template
- Redlined City Council Agenda with Proposed Revisions
- Disruptive Meeting Script