

BLUE FOLDER ITEM

Blue folder items are additional back up material to administrative reports and/or public comments received after the printing and distribution of the agenda packet for receive and file.

CHARTER REVIEW ADVISORY COMMITTEE MEETING JUNE 30, 2022

J.2 DISCUSSION AND POSSIBLE ACTION PERTAINING TO ESTABLISHING THE
COMMITTEE RULES AND PROCEDURES

CONTACT: MIKE WITZANSKY, CITY MANAGER

RULES OF CONDUCT

RULES OF CONDUCT FOR CHARTER REVIEW ADVISORY COMMITTEE MEETINGS

ADOPTED JUNE 30, 2022



RULES OF CONDUCT FOR CHARTER REVIEW ADVISORY COMMITTEE MEETINGS

It is the policy of the Redondo Beach Charter Review Advisory Committee to:

- 1) Provide an opportunity for public input on all matters of City business; and
- 2) Conduct its meetings in an efficient, business-like manner.

To achieve this goal, the Committee has adopted certain rules and procedures governing the conduct of its meetings. Your compliance with these Rules of Conduct is appreciated.

I. COUNCIL PARTICIPATION VIA TELECONFERENCE UNDER PROVISIONS OF THE BROWN ACT AND CITY COUNCIL RESOLUTION

The City Council Resolution establishing the Charter Review Advisory Committee provides that Committee members may participate remotely by teleconference. In order to comply with the Brown Act, public access and participation must also be accommodated by the Committee member at the remote location.

A. Notification to the City Clerk (cityclerk@redondo.org) via email by each Wednesday at 4:00 p.m. preceding each published Committee meeting agenda, which shall include the following information.

1. Name and address of remote location or hotel (by law, this information will be included on the posted Agenda); and
2. Cell phone number of Committee member participating remotely.

B. Posting of Agenda: The Committee member shall cause the Committee Agenda to be posted at the door of the room, conference room, or front door of residence where the Committee member will remotely participate in the meeting.

1. Proof of Posting: The Committee member will announce at the Committee meeting that the agenda was posted at the remote location accordingly to law (either 72 hours in advance of the Regular Meeting or 24 hours in advance of a called Special Meeting) for the record.

II. CONSENT CALENDAR

- A. The Chair will ask whether any member of the Committee wishes to have a Consent Calendar Item(s) "pulled for discussion" and acted upon separately. Items removed from the Consent Calendar will be taken up under the section "Items for Discussion Prior to Action."
- B. All remaining items on the Consent Calendar will be approved in one motion; the title of all resolutions will be read in full by the City Clerk.

III. ITEMS PULLED FROM THE CONSENT CALENDAR FOR DISCUSSION

These agenda items shall be considered in accordance with the following sequence of steps:

- i. Introduction of item;
 - ii. Staff presentation, if any;
 - iii. Public comment and/or questions;
 - iv. Committee member questions;
 - v. Committee discussion and debate;
 - vi. Motion and action.
- b. The members of the Committee and City staff shall refrain from interrupting a speaker during his/her allotted time for public testimony. Questions and/or responses shall be held until the end of the speaker's full presentation.

IV. PUBLIC PARTICIPATION – RULES PERTAINING TO ALL PUBLIC TESTIMONY

Order of priority for receiving public testimony:

- 1) Email communications received & filed by Council
 - Emails received by 3:00 p.m. on date of meeting are compiled/organized by Agenda Item or as "Public Participation on Non-Agenda items" and transmitted to the Committee members (blue folder procedure);
 - 2) Public in attendance in Chamber;
 - 3) Public participating via Zoom/phone calls; and
 - 4) *eComments* submitted via public agenda calendar portal, if read (2200 characters maximum entry; equal to ~3 minutes verbal)
- c. Public Participation on non-agenda items will follow Excluded Consent Calendar Items;
 - d. The "public participation" portion of the agenda shall be reserved for the public to address the Committee regarding general problems, questions or complaints within the scope of its subject matter jurisdiction.
 - e. No person shall address the Committee without first being recognized by the presiding officer.
 - f. Each person in attendance in the Chamber wishing to address the Committee shall step to the microphone, clearly state his/her name and address for the record, state the subject he/she wishes to discuss, and proceed with his/her remarks.
 - g. Remarks shall be limited to three (3) minutes.
 - h. In situations where an unusual number of people wish to speak on an item, the presiding officer may place reasonable limits upon the time allocated for that item, and for each individual speaker. Such time limits shall allow for full discussion of the item by interested parties or their

representative(s). Groups are encouraged to designate a spokesperson who may be granted additional time to speak.

- i. All remarks shall be addressed to the Committee as a whole and not to any member thereof. No questions shall be directed to a member of the Committee or the City staff except through, and with the permission of, the presiding officer.
- j. Speakers shall confine their remarks to those which are relevant to the subject under consideration.
- k. No person shall speak twice on the same item without first securing permission of the presiding officer; such additional remarks shall be limited to one (1) minute.

V. RULES AND ENFORCEMENT OF DECORUM

- a. For purposes of conducting its meetings the Committee hereby adopts Rosenberg's Rules of Order (as Revised 2011) except to the extent they conflict with anything contained in either these rules, applicable State law, Redondo Beach Ordinances, or Redondo Beach City Council Resolutions.
- b. The Chair, or in his/her absence, the Chair Pro Tempore, shall be the presiding officer at all regular and special meetings of the Committee. The presiding officer shall enforce these procedural rules of conduct
- c. Procedural rulings a subject to the concurrence of the Committee. Any member of the Committee may move to require the presiding officer to enforce the rules and the Committee, by majority vote, may require him/her to do so.
- d. The presiding officer shall be mindful of the following sanctions which may be applied in appropriate circumstances:

Government Code Section 54957.9:

In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the legislative body conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the legislative body from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.

Penal Code Section 403:

Every person who, without authority of law, willfully disturbs or breaks up any assembly or meeting that is not unlawful in its character, other than an assembly or meeting referred to in Section 302 of the Penal Code and Section 18340 of the Elections Code, is guilty of a misdemeanor.

VI. COMMITTEE MEMBER REQUEST FOR FUTURE AGENDA ITEMS

- a. Each Committee member, or their alternate in the absence of the Committee member, may request under “Member items and Referrals to Staff” that an item be placed on a future agenda. This request will be placed on the next agenda as part of a two-step process. The first step is a very brief report where the Committee member has an opportunity to explain the need for the item. The Committee will then vote on whether or not to bring the item back for a second step, which is a full report.