

City of Gridley

City Council Policies & Procedures Manual

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The City Administrator's Office
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1. LOCAL GOVERNMENT IN GRIDLEY

Gridley was incorporated as a City in November 1906, and is governed by a City Council. The City, by ordinance, established the Council-Administrator form of government. Gridley is a municipal law City with the Council being the governing body. The City Council is vested with all the regulatory and corporate powers of a municipal corporation provided for by state law governing cities.

1.2 RULES FOR AMMENDING THIS POLICIES & PROCEDURES MANUAL

The City Council shall determine its own policies and procedures and amend them from time to time and/or adopt new ones. Amendment to this manual or adoption of new policies or procedures shall require a majority vote of the council.

1.3 COUNCIL-ADMINISTRATOR FORM OF GOVERNMENT

Under the Council-Administrator form of government, citizens elect their Council Members who make decisions which determine the policies of the City.

The City Council is the governing body of the City responsible for establishing policies and programs. The City Council is responsible to see that local policies and laws address both short and long term needs, and that citizens receive a return on their tax investment in terms of efficient City services.

While the City Council establishes policies and programs, it is the responsibility of the City Administrator to apply and administer those policies to the day-to-day operations of the City. The City Administrator oversees all City operations and is the liaison between the Council and the City staff.

Teamwork between the Council and the Administrator is a key element of the Council-Administrator plan. The pooling of skills is essential to resolve the many complex problems that face the City today. The plan seeks to enhance the effectiveness of local policy-making and municipal operations.

1.4 MAYOR AND CITY COUNCIL MEMBERS

The City of Gridley is governed by a five-member City Council elected to four-year terms on a staggered

basis. Council Members are elected in the general election in November of even numbered years. After each general election, the City Council elects a Mayor and Mayor Pro Tempore from its own membership.

The Mayor is the presiding officer of the City Council. As presiding officer, the Mayor calls Council meetings to order, announces the order of business as detailed on the agenda, states motions, calls for a vote and announces the results, facilitates and monitors discussions, maintains order, and enforces the Council's rules and parliamentary procedures. When the Mayor is absent at any meeting, the Mayor Pro Tempore shall serve as Mayor.

The Mayor also, with Council approval, signs all ordinances, resolutions, and other records of proceedings approved by the Council. The Mayor has no veto power. The Mayor Pro Tempore serves in the capacity of the Mayor during any absence or incapacitation of the Mayor.

The Mayor and members of the Council are elected to provide leadership in setting goals and in formulating policies. The City Council is the focal point for identifying and interpreting the wishes of the citizens and translating these into specific programs.

Successful goal setting and policy formulation largely depend on a good working relationship amongst the Council and between the Council and the administrative staff. Under the City Administrator's direction, staff can provide assistance in analyzing the City's needs, suggesting action programs, and calculating the costs of proposals. However, the Council has the final responsibility for establishing local policies and determining services and budget levels appropriate for the City.

1.5 THE MUNICIPAL CODE

The Gridley Municipal Code sets forth the regulatory, penal and administrative laws of general application to the City. Local ordinances adopted by the City Council are codified in the municipal code by the City Clerk. These laws are enforceable by the City, and violation constitutes a misdemeanor or infraction. The municipal code is divided into the following categories:

Title 1 General Provisions

Title 2 Administration and Personnel
 Title 3 Revenue and Finance
 Title 4 (Reserved)
 Title 5 Business Taxes, Licenses and Regulations
 Title 6 Animals
 Title 7 (Reserved)
 Title 8 Health and Safety
 Title 9 Public Peace, Safety and Morals
 Title 10 Vehicles and Traffic
 Title 11 (Reserved)
 Title 12 Streets Sidewalks and Public Places
 Title 13 Public Services
 Title 14 Development Impact Fees
 Title 15 Buildings and Construction
 Title 16 Subdivisions
 Title 17 Zoning
 Statutory References for California Cities
 Tables

Other directives and policies of the City Council are recorded in Council resolutions or by minute action of the Council.

2. YOUR ROLE AS A CITY COUNCIL MEMBER

2.2 RESPONSIBILITIES

The City Council is the elected legislative and policy-making body of the City government. The Council is responsible to the citizens for:

- Hiring/firing the City Administrator and the City Attorney, Police Chief, and Finance Director.
- Establishing City-wide goals that address short and long range needs.
- Formulating policies that define a course of action that shape City operations.
- Ensuring quality services within available resources are provided.

2.3 COUNCIL GOALS

City Council Members set the tone and direction for municipal operations. Strategic planning and goal setting are the tools that enable a Council to define their vision and determine methods for accomplishing their goals.

Goal setting requires time, energy, and a well-defined process. Every year the Council meets with the City Administrator and the various department managers in a goal setting/priority projects session to review progress on goals previously set, and define new goals and objectives for the City. There are some definite advantages for engaging in the process:

1. Goal setting gives the Council a basic framework for action. By setting goals and then deciding those that are most important, the Council is defining what it wants to achieve over a given period of time. Otherwise, the Council may find itself floating from issue to issue, crisis to crisis.
2. Goal setting helps the Council spend its time more wisely. When you know what you are trying to accomplish, you can allocate most of your time to important issues.
3. Goal setting gives everyone a chance to share their individual goals and priorities and then work out the differences. The Council ends up with a list of goals to which everyone is committed.
4. Goal setting gives the City Administrator clear guidelines to get the job done. It lets the City Administrator know exactly what the Council is trying to accomplish as a group. Without clearly defined goals, the City Administrator may get conflicting signals and end up not meeting anyone's goals.
5. Goal setting gives the Council and staff, some important budget guidelines. Knowing what programs and issues are the highest priorities will enable staff to have a better idea of how to allocate funds when preparing the budget for Council approval.
6. Goal setting gives the Council an evaluation tool. When goals and priorities are set, the Council has valuable data in hand to determine how well the Council and the City Administrator did in achieving the agreed upon goals and priorities.

Goal setting will not solve all the immediate problems, nor guarantee that a crisis will not occur; but it will help you get a better idea of what is happening in the City and allow you to define what you want to happen over the long term.

2.4 POLICY AND ADMINISTRATION

A dictionary definition of "policy" states that it is "any plan or course of action designed to influence and determine decisions, actions, and other matters." For a City Council, policy is the business of making decisions about the City. Examples of policy decisions include:

- The decision to submit to voters a bond measure for capital improvements.
- The adoption of an ordinance regulating sewer and water operations.
- Approval of land-use policies and implementation procedures.
- Decisions concerning projects which involve federal and state grants as well as local expenditures.

In theory, the distinction between policy and administration has been that policy is the process of determining *what* is to be done, while administration is the process of determining *how* to do it. A policy is what the Council defines it to be. However, the day-to-day operation of the various departments is administration.

The City Council has the final say in major decisions such as: adoption of the budget; acceptance of a new classification and compensation plan; selling a bond issue; or approving a development project. While it has a dominant role in policy matters, the City Administrator, staff and citizens play a prominent role in the development of policies.

The City Council, City Administrator, and staff analyze City needs, identify available resources, and suggest courses of action, but the Council has the final say on matters that affect services.

2.5 SERVICES AND RESOURCES

While the electorate expect high quality local government services at minimum cost, the existing social and economic conditions make this increasingly difficult to achieve. Today's City Council is part of an era that requires a variety of strategies for getting by

with less.

In difficult fiscal times, it may be necessary to consider cutbacks, reallocations, trade-offs, program terminations, and re-thinking what services the City should provide. However, the continued charge will be to provide the best level of service with the resources that are available.

2.6 COMMUNICATION/PUBLIC INPUT

Elected officials not only represent their constituents and make decisions on their constituents' behalf, but they also have the opportunity to communicate with the public.

While some people may mistrust government, the City Council can take a leadership role in promoting two-way communication with the public. Citizens' views can be sought in a variety of ways: public meetings; advisory committees; citizen surveys; and volunteer assistance in City government. Similarly, the Council can express its view by speaking to local civic groups to provide accurate and up-to-date information.

2.7 CONSTITUENT REQUESTS

Members of the Council will frequently receive requests or complaints. In most cases, the City staff can resolve these problems. The main thing is for the Council Member to get the basic information, and then pass this on to the City Administrator for appropriate action. The key to answering constituent requests is to be specific in what the Council Member will do, i.e., promise a timely response, or look personally at the problem, while avoiding a commitment to "fix anything."

3. CODE OF ETHICS

3.2 PREAMBLE

The residents and businesses of Gridley are entitled to have fair, ethical, and accountable local government. Such a government requires that:

- Public officials comply with both the letter and spirit of the laws and policies affecting operations of the government;
- Public officials be independent, impartial, and fair in their judgment and actions;

- Public office be used for the public good, not for personal gain; and
- Public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

3.3 PUBLIC INTEREST

Council Members will work for the common good of the people of Gridley and not for any private or personal interest, and they will endeavor to treat all persons, claims, and transactions in a fair and equitable manner. Council Members shall comply with the laws of the nation, the State of California, and the City in the performance of their public duties.

3.4 CONDUCT

It is the policy of the City of Gridley that the members of the Gridley City Council conduct themselves individually and as a council so that all matters related to the City are conducted in an open, fair, responsible and impartial manner, that all City business be conducted in an orderly and efficient manner, that all governmental policies be made in the proper channels of the government structure, that public offices not be used for personal gain and that the public have confidence in the integrity of its government. Therefore, the following Rules of Conduct shall be observed by each City Council Member.¹

3.4.1 City Administrator Form of Government:

The Council affirms Chapter 2.08 of the Gridley Municipal Code which provides that the City Administrator is the administrative head of the City government and that only the City Administrator is authorized to give direction to members of the City Staff.

3.4.2 Influence:

Council Members must recognize that it is important for City Staff, Commissions and Committees to be able to make objective recommendations on items related to the City. Council Members must be certain that any opinions expressed to members of Staff, Commissions and Committees are clearly identified as individual personal opinions, unless official Council action has been taken on the subject in question.

3.4.3 City Representation:

Council Members, simply by being Council Members, are at all times viewed as representatives of the City. The conduct of Council Members is a direct reflection on the City and members should conduct themselves accordingly. Except where specifically authorized by City Council action or for purely ceremonial purposes, no City Council Member should make any statement or appearance or indicate in any way that he or she is representing the city.

3.4.4 Confidential Matters:

At times matters will come before the City Council which should be kept confidential, such as employee discipline, legal matters, salary negotiations and other matters properly handled in closed meetings. Council Members shall keep such information confidential. (Municipal Code Chapter 2.32 “Closed Session Council Meetings”)

3.4.5 Conflict of Interest:

Council Members shall abstain from any action which may cause a conflict of interest as defined by State Law, including accepting employment which is incompatible with the proper discharge of official duties, or using the office of City Council in any manner to induce any person or entity to provide anything of value or benefit to themselves or any other person.

3.4.6 Conduct at Meetings:

It is common, that Council Members may differ on matters and that such differences will be debated. The debate should be limited to the issue and each Council member should refrain from making personal or derogatory remarks.

Council Members shall base their decisions on the merits and substance of the matter submitted for review.

Council Members should inform themselves on public issues; listen attentively to public discussions before the body; and focus on current business issues.

Council Members should refrain from campaigning or calling for public action against Council Members during council meetings. Any Council Member who does so is considered out of order and the mayor shall take appropriate action.

Council Members shall refrain for a period of six months, from requesting that a previous agenda item that has been voted on be again placed on the agenda unless the Council Member requesting such voted in the initial majority when the item first came to Council.

Any Council Member may move for the Mayor to enforce the parliamentary procedures, and/or the Policies & Procedures Manual of the City Council. A majority vote of the Council shall require the mayor to so act.

3.4.7 Council Committees:

From time to time the City Council forms committees of two Council Members. The role and responsibilities of these Council committees shall be determined in an open and public session at the time they are formed.

3.4.8 Compliance with Intent of Council Conduct Code:

Staff members concerned regarding the propriety of City Council member's interaction with them should confidentially discuss their concerns with the City Administrator who shall report to the Mayor. If the Mayor is the Council member in question, the City Administrator will report to the Mayor Pro Tem. The Mayor or Mayor Pro Tem shall then confidentially address the issue with the involved Council member so as to assure compliance with the intent of this code. Issues not resolved in this private conference should be brought to the City Council as an agenda item. Issues arising from Council Members themselves shall be addressed directly through the Mayor or the Mayor Pro Tem if the Mayor is the Council Member in question. The process from this point will be the same as described above.

Council Members shall perform their duties in accordance with the policies, processes and rules of order established by the City Council.

3.5 CONFLICT OF INTEREST

3.5.1 Applicable Law 2

There are several laws and legal principles that prohibit public officials from acting in situations in which they might have a conflict of interest. These include Government Code Section 1090 prohibiting

2 Municipal Code Section, 2.34.040 "Disqualification from decision makings"

contracts in which the official has a financial interest and the doctrine of incompatible offices, which prohibits an official from holding two offices at the same time if doing so might create a clash of loyalties. Even broader in scope, voters in 1974 approved the Political Reform Act.

The statutes (the Political Reform Act of 1974) provide that certain municipal officers must disclose their "economic interests" periodically on forms provided by the Fair Political Practices Commission (FPPC). These municipal officials are members of the City Council (including the Mayor), members of the City Planning Commission, the City Administrator, and the City Attorney.

Statements of Economic Interests are submitted by these officials to the City Clerk who makes and retains a copy of each statement and forwards the original to the FPPC in Sacramento.

In addition, the City is required to determine which of its other officials, committee members, and employees perform duties that involve potential conflicts of interest. The City has adopted a resolution outlining those positions, called "designated employees." These employees are required to disclose their economic interests. A copy of the Political Reform Act, as amended, is available for review in the City Clerk's office.

Conflict of interest is a complex issue. Council Members should carefully consider and monitor "gifts" from any person or organization whether the gift is financial support, loans, event tickets, or meals. Many of these gifts may need to be reported and may present a conflict of interest when considering and/or voting on projects or issues related to the person presenting the gift. Questions relating to conflict of interest should be directed to the City Attorney or your personal attorney.

The rules relating to conflicts of interest are set forth in the Political Reform Act (PRA) (Government Code Sections 81000 and following) and case law. They are complex and not necessarily intuitive. The consequences of violating the rules can be severe, including substantial monetary penalties and possible criminal prosecution to individual Council Members.

Finally, with certain limited exceptions, officers and employees may be prohibited from acquiring any

interest in real property located within the now defunct redevelopment project area if the person is required to participate in formulating or approving plans or policies for the redevelopment project. If you have a question in this area, then ask the attorney or city administrator.

3.5.2 Sources of Assistance.

The Fair Political Practices Commission (FPPC) is the state agency that administers the PRA, issues regulations, gives conflict advice, and enforces the rules. The FPPC also provides a “hotline” that a Council Member may call for informal advice. The City Attorney is available for consultation, but the City Attorney’s advice on conflicts matters cannot provide a Council Member with any immunity from prosecution. Most conflict of interest questions ultimately turn on whether it is reasonably foreseeable that the decision will have a “material financial effect” on the Council Member’s economic interest. Municipal attorneys generally do not advise public officials as to whether a material financial effect would exist unless the answer is absolutely certain based upon applicable regulations. While the City Attorney may have his or her own opinion as to whether or not a material financial effect will be present, it is ultimately up to the Council Member to determine this issue. Only a formal written opinion from the FPPC provides immunity from prosecution for violations of the conflict of interest rules.

3.5.3 Identifying Conflicts

It is the responsibility of each Council Member to identify, disclose and declare his or her conflict before action is taken on a matter. If possible, the conflicted Council Member should notify staff prior to the council meeting at which the matter will be heard, to ensure the presence of a quorum. Staff will attempt to assist with identifying obvious conflicts, but the ultimate responsibility is with each Council Member. The Fair Political Practices Commission does investigate allegations and if founded, assess financial penalties for confirmed violations. (Ref: Municipal Code 2.34 “Conflict of Interest Code”)

3.5.4 General Rules

Council Members shall not use their official positions to influence government decisions in which they have a financial interest, or where they have an organizational responsibility, or personal relationship that would present a conflict of interest under applicable State law. As required by law, Council

Members declaring a conflict of interest shall recuse themselves and leave the Council Chambers.

In accordance with the law, members shall file written disclosures of their economic interests and, if they have a conflict of interest regarding a particular decision, refrain from participating in that decision, unless otherwise permitted by law.

Council Members shall not take advantage of services or opportunities for personal gain, by virtue of their public office that are not available to the public in general, nor shall they use public resources not available to the public for private gain or personal purposes. They shall refrain from accepting gifts, favors, or promises of future benefits that might compromise their independence of judgment or action or give the appearance of being compromised.

Council Members shall respect and preserve the confidentiality of information provided to them concerning the confidential matters of the City. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

Council Members shall not appear on behalf of private interests of third parties before the City Council or any board, commission, committee or proceeding of the City.

Council Members shall represent the official policies and positions of the City Council to the best of their ability. When presenting their personal opinions and positions, members shall explicitly state they do not represent the Council or the City.

Council Members shall refrain from using their positions to unduly influence the deliberations or decisions of City commissions, boards or committees.

A public official who has a financial interest in a decision shall, upon identifying a conflict of interest or a potential conflict of interest and immediately prior to the consideration of the matter, do all of the following:

- a. Publicly identify the financial interest that gives rise to the conflict of interest or potential conflict of interest in detail sufficient to be understood by the public, except that

disclosure of the exact street address of a residence is not required.

- b. Recuse himself/herself from discussing and voting on the matter, or otherwise acting in violation of the Political Reform Act.
- c. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters.
- d. Notwithstanding paragraph c, a conflicted public official may speak on the issue during the time that the general public speaks on the issue when he or she appears solely to represent himself or herself on a matter related to his or her personal interest. Personal interests are interpreted to include, but are not limited to:
 - i An interest in real property that is wholly owned by the official or members of his/her immediate family.
 - ii A business entity wholly owned by the official or member of his or her immediate family.
 - iii A business entity over which the official exercises sole direction and control, or over which the official and his/her spouse jointly exercises sole direction and control.

4. SALARIES

4.2 SALARY AND REIMBURSEMENT

The Council, in accordance with Government Code Section 36516, sets the salary for the City Council.

City Council Members are paid \$200/month for City matters.

In addition, Council Members may be reimbursed for some expenses while performing official duties.

4.3 BENEFITS

The Council receives no benefits at this time.

4.3.1 Training, Meetings, Conferences

The City allocates funds for training, meetings, and conferences in which the Council Members may wish to participate. Among these are the quarterly division meetings of the League of California Cities, the League of California Cities Annual Conference, the annual Mayors and Council Members Executive Forum, and other local meetings. Council Members are encouraged to participate in these meetings and conferences. All travel and training expenses are subject to the policies and procedures set forth in the City Administrative Policy Manual.

5. CONDUCT OF CITY COUNCIL MEETINGS

5.1 PARLIAMENTARY PROCEDURE

Parliamentary procedure is a set of rules that regulate and standardize how the City Council conducts its business.

It is the policy of the Gridley City Council that, unless otherwise required by State law or other regulation, all City Council meetings shall be conducted under Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century (Appendix A-1).

However, no ordinance, resolution, or other action of the City Council shall be invalidated or the legality thereof otherwise affected by the failure or omission of the City Council to observe or follow such rules.

Certain procedures relating to motions, agenda item discussion, debate, and courtesies contained in Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century are incorporated into this document, except to the extent they are modified by this document.

These rules in affect shall be in accordance with state law and as set forth below.

The following summarizes the most frequently used actions:

- a) Council Members shall
 - 1. Work earnestly to preserve appropriate order and decorum during all meetings.

2. Discourage side conversations, disruptions, interruptions or delaying efforts.
 3. Ensure that all discussion relate to the subject matter at hand and be relevant and pertinent to allow for the expeditious disposition and resolution of the business before the Council.
 4. Agree to disagree but be respectful of one another.
 5. Not engage in any abusive or vulgar language and shall avoid any personal attacks on any other member of the City Council, staff, or the public; nor shall they publicly impugn the integrity, honesty or motives of such individuals.
 6. Inform the Presiding Officer when departing from a meeting.
- b) While the Council is in session, all persons shall preserve order and decorum. Any person making personal, impertinent, or slanderous remarks or demonstrating rude, boisterous, or profane behavior will be called to order by the Presiding Officer. If such conduct continues, the Presiding Officer may call a recess, request removal of such person(s) from the Council Chamber, adjourn the meeting, or take such other appropriate action as permitted by the Ralph M. Brown Act (Brown Act)³.
- c) Enforcement of Order
1. Any Council Member may request the Presiding Officer to enforce the rules of protocol. Upon motion and majority vote, the Presiding Office shall be required to do so.

5.2 RULES FOR PERSONS PRESENTING TESTIMONY TO THE COUNCIL⁴

1. The person must be clearly recognized by the Mayor and is to approach the podium and microphone before speaking.
2. He/she is encouraged to clearly state his/her name and address for the record.
3. All comments shall be addressed to the City Council. All questions shall be placed

through the Mayor.

4. Speakers addressing the City Council will be limited to three minutes per speaker, or such a time as the presiding officer prescribes.
5. All exhibits and documents used by speakers shall be given to the City Clerk for distribution to the Council and staff.
6. If we disagree, we will still be respectful of one another. All comments will be directed to the issue at hand, and addressed to the City Council. Personal attacks are unacceptable.
7. All questions or rebuttal will be through the Mayor.
8. If there are numerous people in the audience who wish to participate on an issue, and it is known that all represent the same position, a spokesperson should be selected to speak for the entire group. The spokesperson will therefore have the opportunity of speaking for a reasonable length of time and of presenting a complete case.
9. To avoid unnecessary cumulative evidence, the Mayor may limit the number of witnesses or the time of testimony on a particular issue.
10. Irrelevant and off-the-subject comments will be ruled out of order.

5.3 TYPES OF COUNCIL MEETINGS

All meetings, regular, special, or closed sessions must be conducted within the geographical boundaries of the governing body's jurisdiction, unless specifically exempted.

5.3.1 Regular Meetings

The Gridley City Council holds regular meetings on the first and third Monday of each month at 7:00 p.m. unless that date conflicts with a holiday. In that case the meeting will either be canceled or scheduled to meet on the next day (Tuesday). The Brown Act requires that public notice be given at least 72 hours before the meeting indicating the time and place of the meeting. An agenda of each meeting is posted in one

3. California Govt. Code /54950, et seq.

public place⁵.

Regular meetings may be adjourned to a specified time and place. A regular meeting cannot be adjourned past the next regular meeting date.

5.3.2 Special Meetings

The City Council can call special meetings to review and discuss specific topics. Special meetings also include workshops and study sessions which give the Council the opportunity to review items that require more in depth study than time allows on the regular evening meeting agenda, and to receive informational reports on items that require no formal action.

Members of the City Council and local news media must receive notices of special meetings at least 24 hours prior to the time of the meeting. The notice must specify the time and place of the special meeting and the business to be transacted or discussed.

5.3.3 Adjourned Meetings

The City Council may adjourn any regular, adjourned regular, special or adjourned special meeting to a specified time and place.

A notice of adjournment shall be posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within 24 hours after the time of the adjournment and include the specified time and place the adjourned meeting will be held.

Noticing of adjourned meetings shall follow the requirements set forth in section 5.3.2 of this document.

5.3.4 Closed Session

Closed sessions may be held to discuss certain matters specified by law, including:

- Personnel matters to consider the appointment, employment, performance, or dismissal of a public employee;
- Labor negotiations;
- Real estate negotiations;
- Pending litigation;

5. City Hall bulletin board located to the left of the elevator

5.3.5 Emergency Meetings

When an emergency, including but not limited to an earthquake, flooding, or fire occurs, an emergency meeting may be called by the City Council with a one-hour notice to its members and local news media.

5.3.6 Budget Workshops:

Every year, the City Council holds budget workshops to review funding allocations for the goals and objectives outlined by the City Council.

Requirements set forth in section 5.3.2 shall apply to Budget Workshops.

5.4 MINUTES AND RECORD KEEPING

The minutes serve as a source of information for the Council and for the public. Meeting minutes are required to include the following information:

- Members present;
- Motions, proposals, resolutions, orders, ordinances, and other items of business and their disposition;
- Results of all votes and, in the case of a roll call vote, the vote of each member by name.

The minutes of the City Council meetings shall be kept by the City Clerk and shall be recorded in a file kept for that purpose with a record of each particular type of business transacted by the Council set off in paragraphs with subheadings.

The minutes may include a record of the names of persons addressing the Council during public comment, and a brief statement of the subject to which their remarks related.

Minutes of the City Council are "Action Based" minutes, and do not include a verbatim transcript, only motions and votes are shown on the record. Such minutes shall be submitted to the Council for approval and/or correction in draft form at a subsequent meeting.

Council Members having only typographical corrections to the minutes are encouraged to provide such corrections to the City Clerk directly and need not wait to submit such corrections at a meeting. As a

time saving measure, even full correction items may be written ahead and passed to the City Clerk before the meeting. All substantive changes/corrections to the minutes require Council approval.

The City Clerk is responsible for recording, preparing, and filing Council minutes. Approved minutes of Council meetings are available for review in City Hall and on-line at www.gridley.ca.us

5.5 AGENDA

The City Administrator is responsible for preparation of the City Council agenda.

The agenda is a listing and synopsis of each business item the Council will consider during its meeting. The City Clerk makes the agenda available at every regular meeting.

The agenda and relevant background materials are available at City Hall on the Friday before the scheduled Monday Council meeting or on-line at www.gridley.ca.us

5.5.1 Placing Items on the Agenda

In order to facilitate the orderly conduct of the business of the citizens of Gridley, the City Administrator, with input from Department Heads and the City Attorney, shall set the agenda. Each member of the Council shall be provided with a copy of the City Council agenda in accordance with the provisions as outlined in the Brown Act.

Council Members may request items to be placed on future agendas by submitting their request to the City Administrator, who will agendaize the item and list in parentheses the Council Member requesting the item.

Mayor simply declares the meeting adjourned. A motion to adjourn to another time can be done similarly.

5.6 TYPES OF COUNCIL ACTIONS

5.6.1 Consent Calendar

Those items on the Agenda which are considered to be of a routine and non-controversial nature by the City Administrator shall be listed on the Consent Calendar. These items so listed shall be approved, adopted, and accepted by one motion of the Council.

A second to any motion must be received before a motion may be voted on.

5.6.2 Ordinances

Ordinances are the laws of the municipality. City Councils are given the power to pass ordinances by Government Code Section 37100 as long as those ordinances are not in conflict with the laws and Constitution of the State of California or the United States.

An ordinance becomes effective 30 days after adoption. The 30 day time frame is known as a referendum period. A referendum period is required by state law and is a time frame in which any citizen can file a petition challenging the legality of a recently adopted ordinance. An ordinance is an action that can be repealed or amended only by a subsequent ordinance.

First Reading

Typical motion: "I move to introduce and hold the first reading of Ordinance xxxx-xxx, and read by title only.

The Mayor confirms the motion and the second, and then reads the ordinance title before calling for the vote.

Second Reading

Typical Motion: "I move to hold the second reading and adopt Ordinance xxxx-xxx, and read by title only"

The Mayor confirms the motion and the second, and then reads the ordinance title before calling for the vote.

A second to any motion must be received before a motion may be voted on.

An ordinance requires a roll call vote.

5.6.3 Urgency Ordinances

In matters deemed by the City Council to warrant immediate action to preserve peace, public safety or health, an emergency ordinance may be passed immediately upon introduction at either a regular or special meeting, and can be effective immediately.

5.6.4 Resolutions

A resolution expresses the policy of the Council on directing certain types of procedural or administrative actions. It requires only one reading and may be changed by subsequent resolution.

Typical Motion: “I move to adopt Resolution xxxx-xx and read by title only.

The Mayor confirms the motion and the second, and then reads the resolution title before calling for the vote.

A second to any motion must be received before a motion may be voted on.

A resolution may be adopted by consent calendar vote, a roll call vote or a voice vote.

5.6.5 Proclamations

A proclamation is a public declaration of the Council’s endorsement of something such as a special event or happening. Such a public announcement usually is made at the request of the organization sponsoring the event or happening and not for functions of a personal nature including but not limited to, a birthday or anniversary.

5.6.6 Minute Orders

These ordinarily indicate majority approval for a procedural action. Minute orders are usually used for disposition of business items on the agenda. Minute Orders apply to items in which action was taken by the council other than a resolution or ordinance.

5.6.7 Public Hearings

A public hearing is the open consideration of an issue within a regular meeting of the City Council, for which special public notice has been given and may be required. During a specified portion of the hearing, any resident or concerned individual is invited to present information, offer support or objection for the subject under consideration. Public hearings are required for such items including but not limited to, zoning changes, annexations, and fees or rate changes.

A public hearing may be continued or re-continued⁶ to a subsequent meeting following the same procedures set forth in section 5.3.3 of this document.

6. California Govt. Code Section 54955.1

6. CITY ORGANIZATION

6.1 CITY ADMINISTRATOR

The City Administrator, appointed by the City Council, is responsible for the overall administration of the City in response to the policies and programs established by the City Council. His (her) responsibilities include but are not limited to: forecasting the program and service needs of the City and its related financial, personnel, and capital improvement requirements. He is responsible for the efficient administration of all of the affairs of the city which are under his control. In addition to his general powers as administrative head, and not as a limitation thereof, this position shall have the following powers:

A. General Supervision. To execute, on behalf of the city council, its administrative supervision and control of such affairs of the city as may be placed in his charge, or which are not otherwise provided for by the city council;

B. Personnel and Organization. To appoint competent, qualified officers and employees to the administrative service (which term is inclusive of all positions excepting the city attorney, finance officer, chief of police, fire chief, city engineer and planning consultant) and to dismiss, suspend and discipline such officers and employees in accordance with such policies as may from time to time be set forth by the city council; to transfer employees from one department to another, consistent with the policies of the city council; to recommend to the city council such reorganization of officers, departments or divisions as may be indicated in the interest of efficient, effective and economical conduct of the city’s business and to effect such reorganization when authorized by appropriate ordinance, resolution or motion of the city council; provided, however, that no department head shall be appointed until the city council has approved such appointment, excepting that a tentative appointment may be made subject to the approval of such appointment by the city council at its next regular meeting following the making of such tentative appointment and excepting further, that no appointment may be made to any of the offices excluded above, appointment of those offices being within the exclusive control of the city council.

C. Authority over Officers and Employees. To control, order and give directions to all heads of departments and to subordinate offices and employees of the city under his jurisdiction through their department heads.

D. Among the programs conducted through the City Administrator are the overall direction of all City departments, development and implementation of the City's annual budget, and providing overall planning for future City operations.

6.2 CITY ATTORNEY

The City Attorney, appointed by the City Council, is responsible for providing necessary legal services and guidance to the City Council and the City Administrator to ensure that City functions are performed on a sound legal basis.

6.3 CITY EMPLOYEES

City employees comprise the majority of City government. They perform the day-to-day functions necessary to provide municipal services. Department managers administer specific functions of City government.

7. APPENDIX

7.1 "Rosenberg's Rules of Order" (Simple Rules of Parliamentary Procedure for the 21st Century) By Dave Rosenberg

Introduction

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules - "Robert's Rules of Order" - which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time, and for another purpose. If one is chairing or running a Parliament, then "Robert's Rules of Order" is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of, say, a 5-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of "Rosenberg's Rules of Order."

What follows is my version of the rules of parliamentary procedure, based on my 20 years of

experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

(1) Rules should establish order. The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.

(2) Rules should be clear. Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.

(3) Rules should be user friendly. That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.

(4) Rules should enforce the will of the majority while protecting the rights of the minority. The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision-making by the body.

In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, and fully participate in the process.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the Chair of the body who is charged with applying the rules in the conduct of the meeting. The Chair should be well versed in those rules. The Chair, for all intents and purposes, makes the final ruling on the rules every time the Chair states an action. In fact, all decisions by the Chair are final unless overruled by the body itself.

Since the Chair runs the conduct of the meeting, it is usual courtesy for the Chair to play a less active role in the debate and discussion than other members of

the body. This does not mean that the Chair should not participate in the debate or discussion. To the contrary, the Chair as a member of the body has the full right to participate in the debate, discussion and decision-making of the body. What the Chair should do, however, is strive to be the last to speak at the discussion and debate stage, and the Chair should not make or second a motion unless the Chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. And each agenda item can be handled by the Chair in the following basic format:

First, the Chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The Chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the Chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the Chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the Chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the Chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the Chair may limit the time of public speakers. At the conclusion of the public comments, the Chair should announce that public input has concluded (or the public hearing as the case may be is closed).

Fifth, the Chair should invite a motion. The Chair should announce the name of the member of the body who makes the motion.

Sixth, the Chair should determine if any member of the body wishes to second the motion. The Chair should announce the name of the member of the body who seconds the motion. (It is normally good practice for a motion to require a second before proceeding with it, to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the Chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the Chair.)

Seventh, if the motion is made and seconded, the Chair should make sure everyone understands the motion. This is done in one of three ways: (1) The Chair can ask the maker of the motion to repeat it. (2) The Chair can repeat the motion. (3) The Chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the Chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the Chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the Chair takes a vote. Simply asking for the "ayes", and then asking for the "nays" normally does this. If members of the body do not vote, then they "abstain". Unless the rules of the body provide otherwise (or unless a super-majority is required as delineated later in these rules) then a simple majority determines whether the motion passes or is defeated.

Tenth, the Chair should announce the result of the vote and should announce what action (if any) the body has taken. In announcing the result, the Chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: "The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days' notice for all future meetings of this body."

Motions in General

Motions are the vehicles for decision-making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the Chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member's desired approach with the words: "I move"

So, a typical motion might be: "I move that we give 10-days' notice in the future for all our meetings."

The Chair usually initiates the motion by either (1) Inviting the members of the body to make a motion. "A motion at this time would be in order." (2) Suggesting a motion to the members of the body. "A motion would be in order that we give 10-days' notice in the future for all our meetings." (3) Making the motion. As noted, the Chair has every right as a member of the body to make a motion, but should normally do so only if the Chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body's consideration. A basic motion might be: "I move that we create a 5-member committee to plan and put on our annual fundraiser."

The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion which is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A

substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

"Motions to amend" and "substitute motions" are often confused. But they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a "motion to amend" or a "substitute motion" is left to the chair. So that if a member makes what that member calls a "motion to amend", but the Chair determines that it is really a "substitute motion", then the Chair's designation governs.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The Chair can reject a fourth motion until the Chair has dealt with the three that are on the floor and has resolved them.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed first on the last motion that is made. So, for example, assume the first motion is a basic "motion to have a 5-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a 5-member committee to plan and put on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows:

First, the Chair would deal with the third (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion passed, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) failed then the Chair would proceed to consideration of the

second (now, the last) motion on the floor, the motion to amend.

Second, if the substitute motion failed, the Chair would now deal with the second (now, the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be 5 members or 10 members). If the motion to amend passed the Chair would now move to consider the main motion (the first motion) as amended. If the motion to amend failed the Chair would now move to consider the main motion (the first motion) in its original format, not amended.

Third, the Chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (5-member committee), or, if amended, would be in its amended format (10-member committee). And the question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the Chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the Chair must immediately call for a vote of the body without debate on the motion):

A motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

A motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the Chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

A motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

A motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold". The motion can contain a specific time in which the item can come back to the body: "I move we table this item until our regular meeting in October." Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

A motion to limit debate. The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call the question." When a member of the body makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote". When such a motion is made, the Chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a 2/3 vote of the body. Note: that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the motion to limit debate requires a 2/3 vote of the body. A similar motion is a motion to object to consideration of an item. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a 2/3 vote.

Majority and Super-Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a 7-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which, effectively, cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a 2/3 majority (a super-majority) to pass:

Motion to limit debate. Whether a member says "I move the previous question" or "I move the question" or "I call the question" or "I move to limit debate", it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a 2/3 vote to pass.

Motion to close nominations. When choosing officers of the body (like the Chair) nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers, and it requires a 2/3 vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled, or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a 2/3 vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a 2/3 vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate, perhaps disagreement and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to a re-opener if a proper motion to reconsider is made.

A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider. First, is timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the body. A motion to reconsider made at a later time is untimely. (The body, however, can always

vote to suspend the rules and by a 2/3 majority, can allow a motion to reconsider to be made at another time.) Second, a motion to reconsider can only be made by certain members of the body. Accordingly, a motion to reconsider can only be made by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she can make the motion to reconsider (any other member of the body may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the body again and again. That would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is then in order. The matter can be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the Chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the Chair before proceeding to speak.

The Chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The Chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the Chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is "no." There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be: "point of privilege." The Chair would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

Order. The proper interruption would be: "point of order." Again, the Chair would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the Chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the Chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the Chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, "Let's return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the Chair discovers that the agenda has not been followed, the Chair simply reminds the body to return to the agenda item properly before them. If the Chair fails to do so, the Chair's determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the Chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the Chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.

About the Author

Dave Rosenberg is a Yolo Superior Court Judge. Formerly, he served over 20 years in local government, including 12 years on the Davis City Council (with two terms as Mayor) and 7 years on the Yolo County Board of Supervisors (with two terms as Chairman of the Board). He has been Chairman or presiding officer of numerous boards, commissions and organizations, spanning over three decades including the California State Lottery Commission, the California State Victim Compensation and Government Claims Board (formerly known as the Board of Control), the Yolo County Economic Development Commission, the Yolo County Criminal Justice Cabinet, the Davis Odd Fellows Lodge, and others. He currently serves as Presiding Judge of the Yolo Superior Court. Rosenberg has taught workshops on "Rosenberg's Rules of Order" for over a decade, to county supervisors, mayors, city council members and others. His "Rosenberg's Rules of Order" have been adopted by numerous cities and other jurisdictions and organizations throughout California.