

RESOLUTION NO. 2002-161

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE
CONCERNING THE CONDUCT OF MEETINGS AND
ESTABLISHING THE RULES OF PROCEDURE RELATED THERETO**

WHEREAS the City Council desires to adopt Rules of Procedure by way of Resolution

IT IS HEREBY RESOLVED AS FOLLOWS:

The City Council hereby establishes rules of procedure for meetings as follows:

1. Meetings
 - a. All meetings of the City Council shall be open and public, and all persons shall be permitted to attend any meeting of the City Council, except that closed sessions may be held when permitted by law.
 - b. The time and place of regular meetings of the City Council shall be fixed by resolution as may be amended from time to time.
 - c. The time, place and manner of calling special and emergency meetings and adjourning or continuing regular meetings shall be in accordance with the Ralph M. Brown Act (Government Code §54950, et seq.).
2. Presiding Officer
 - a. The Mayor shall be the presiding officer. In the absence of the Mayor, the Mayor Pro Tempore shall be the presiding officer.
 - b. The presiding officer shall preserve order and decorum, and shall decide questions of order subject to an appeal to the City Council by any member.
3. Order of Business
 - a. The order of business of the City Council shall be as follows:
 - (1) Call to order by presiding officer;
 - (2) Roll call by City Clerk;
 - (3) At the discretion of the presiding officer, a flag salute;
 - (4) Approval of the minutes of the previous meeting or meetings;
 - (5) Consent calendar;

(6) Regular agenda, including unfinished business, departmental reports, resolutions and ordinances, and new business;

(7) Opportunity for members of the audience to address the City Council; and

(8) Adjournment.

b. Matters listed under the consent calendar are to be considered to be routine by the City Council and may be adopted by one motion. There will be no discussion of separate consent calendar items, unless a council member or members, or the staff requests specific items to be discussed or removed from the consent calendar for separate action.

c. Every agenda for regular meetings shall include the following agenda item:

The Elk Grove City Council welcomes, appreciates, and encourages participation in the City Council Meeting. Because there is a great deal of business to conduct, the City Council requests that you limit your presentation to three (3) minutes per person so that all present will have time to participate. The City Council reserves the right to reasonably limit the total time for public comment on any particular noticed agenda item as it may deem necessary.

In accordance with Government Code section 54954.3(b), the following guidelines are adopted concerning public comment at regular meetings:

(1) No individual speaker may address the City Council for more than three (3) minutes.

(2) The total time for public comment shall not exceed thirty minutes.

(3) These limits are guidelines and may either be strictly enforced or waived by the City Council in the discretion of the Mayor or by vote of the City Council, depending upon the nature of the discussion, the total amount of business to be considered at the particular meeting, the hour of the day, and other relevant factors.

4. Agenda

a. An agenda shall be prepared by the City Clerk before each meeting of the City Council.

b. For regular City Council meetings, the following shall apply:

(1) The agenda shall be prepared and posted at least 72 hours before the scheduled start of the regular meeting.

(2) The agenda shall be posted by the City Clerk, or his or her designee, consistent with the Brown Act. After the agenda is posted, the person who posted the agenda shall complete and sign a declaration of posting of agenda in a form to be provided by the City Attorney. The original of each declaration shall be maintained in a separate file by the City Clerk.

(3) The agenda shall specify the time and location of the regular meeting and shall contain a brief general description of each item of business to be transacted or discussed at the meeting.

5. Reconsideration

a. Actions of the City Council may be reconsidered within six months, only upon direction to the City Manager by a majority of Councilmembers who are eligible to participate on the item. An action is defined as one wherein an item is agendized, considered, and a definitive action, by vote, is taken by the Council.

6. Suspension of Rules

The rules provided in this section may be waived, suspended or modified by the City Council, in its discretion, provided that the waiver, suspension or modification does not violate the Ralph M. Brown Act or other applicable provisions of law.

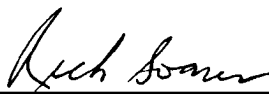
PASSED AND ADOPTED by the City Council of the City of Elk Grove on this 4th day of September 2002 by the following vote:

AYES: Soares, Briggs, Cooper, Leary and Scherman

NOES: 0

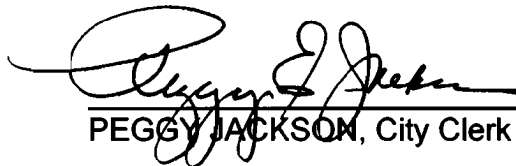
ABSENT: 0

ABSTAIN: 0



RICK SOARES, MAYOR of the
CITY OF ELK GROVE

ATTEST:



PEGGY JACKSON, City Clerk

APPROVED AS TO FORM:



ANTHONY B. MANZANETTI,
CITY ATTORNEY