



DATE: April 6, 2018

TO: PLANNING COMMISSION

FROM: Bruce Ambo, Principal Planner (879-6801, bruce.ambo@chicoca.gov)

RE: Planning Commission Consideration of Earlier Meeting Start Time

SUMMARY

On April 5, 2018, the Planning Commission directed that a discussion item be placed on a future agenda to consider changing the meeting start time from 6:30 p.m. to 6:00 p.m. The meeting dates of the 1st and 3rd Thursdays would remain the same. Moving the meeting up to 6:00 p.m. would result in earlier meeting nights and would also be consistent with the 6:00 p.m. City Council meeting start time. This staff report provides background information from the Chico Municipal Code, City Administrative Procedure and Policy Manual, and a listing of City Board and Commission meeting times that the Planning Commission can consider if there is interest in changing the meeting time.

BACKGROUND

The Municipal Code (**Attachment A**) directs that the Planning Commission set a regular meeting time that begins no earlier than 6:00 p.m. (emphasis added) as follows:

“Chapter 2.52.050 Regular meetings – Time. Subsequent to the biennial appointment of new commission members, the planning commission shall set a weekday and time for regular monthly meetings. Such regular meetings shall begin no earlier than 6:00 p.m.”

The City’s Administrative Procedure and Policy Manual (**Attachment B**) has a process in place for changes in Board/Commission meeting times requiring the City Manager’s approval based largely upon meeting support logistics (see Page 5, XII Meetings, 3. Meeting Times – Change in Meeting Time). Factors for the City Manager’s approval include the availability of the meeting room, ability to televise the meetings, impact on staff, and any other issue that the City Manager deems important. Changing the starting time of the meeting one-half hour earlier is not expected to impact meeting support logistics.

The dates and times of the other City Boards and Commissions are as follows:

<u>Advisory Body</u>	<u>Meeting Date</u>	<u>Meeting Time</u>
Airport Commission	Last Tuesday of Jan., Apr., July, and Oct.	6:00 p.m.
Architectural Review and Historic Preservation Commission	1 st & 3 rd Wednesdays	4:00 p.m.
Arts Commission	2 nd Wednesday of Jan., Apr., July, and Oct.	4:30 p.m.

Bidwell Park and
Playground Commission

Last Monday of each
Month

6:30 p.m.

DISCUSSION

If the Planning Commission is interested in moving the meeting start time up from 6:30 to 6:00 p.m., staff recommends that the Planning Commission formally vote on the matter. Staff will then prepare a memo for the City Manager’s consideration as required pursuant to the City’s Administrative Procedure and Policy Manual. If the City Manager approves the time change, the Planning Commission agendas and noticing would then be revised accordingly to reflect the earlier start time.

DISTRIBUTION:

CM Orme
CDD DePaola
DD Vieg

ATTACHMENTS:

- A. City of Chico Municipal Code Chapter 2.52 “Planning Commission”
- B. City of Chico Administrative Procedure and Policy Manual

Chapter 2.52 PLANNING COMMISSION12

Section:

2.52.010 Created.

2.52.020 Functions generally.

2.52.030 Composition - Ex officio member.

2.52.040 Members' terms of office.

2.52.050 Regular meetings - Time.

2.52.060 Regular meetings - Place.

 2.52.010 Created.

There is hereby established the planning commission of the city.

(Prior code §2.59 (Ord. 669))

 2.52.020 Functions generally.

The functions of the planning commission shall include the following powers and duties:

A. To prepare and recommend for adoption by the council, a comprehensive, long-term general plan, and any amendments thereto or revisions thereof, for the physical development of the city and of any land outside its boundaries which in the commission's judgment bears relation to the physical development of the city; and to include in the general plan such of the elements described in the planning law of the state, or any other elements, as may be required in the commission's judgment;

B. To prepare and recommend for adoption by the council, precise plans based on the general plan as may be required, in the commission's judgment, for the systematic implementation of the general plan;

C. To perform such duties in reference to zoning and subdivision matters as may be authorized by this code and by such state laws as are not in conflict therewith;

D. To perform such duties as may be authorized by such laws as are not in conflict with the provisions of the Charter or the code of this city; and

E. To perform such other duties as the council may require pertaining to planning.

(Prior code §2.60 (Ord. 669))

 2.52.030 Composition - Ex officio member.

The planning commission shall consist of seven members. In addition, the planning director or a designee shall be an ex officio non-voting member thereof.

(Prior code § 2.61 (Ord. 669, Ord. 1690 §4(a)), Ord. 2012 §3 (part), Ord. 2268, Ord. 2364 § 56, Ord. 2439 §18)

2.52.040 Members' terms of office.

A. Members of the planning commission shall be appointed to serve for a term of four years and until their respective successors are duly appointed and qualified. On and after January 1, 1987, such terms shall be staggered so that four of the four-year terms shall commence at 7:30 p.m. on January 1, 1987, and at the same time and on the same day every fourth year thereafter, and so that the remaining three four-year terms shall commence at 7:30 p.m. on January 1, 1989, and at the same time and on the same day every fourth year thereafter.

B. Members of the planning commission who, prior to January 1, 1987, were appointed to a four-year term which was to end on June 10, 1987, shall, nevertheless, have their terms end at 7:30 p.m. on January 1, 1987, and members of the planning commission who, prior to January 1, 1987, were appointed to a four-year term which was to end on June 10, 1989, shall, nevertheless, have their terms end at 7:30 p.m. on January 1, 1989.

(Prior code § 2.62 (Ord. 669, Ord. 1690 §4(b)))

2.52.050 Regular meetings - Time.

Subsequent to the biennial appointment of new commission members, the planning commission shall set a weekday and time for regular monthly meetings. Such regular meetings shall begin no earlier than 6:00 p.m.

(Prior code § 2.63 (Ord. 669, Ord. 857 §1, Ord. 2182))

2.52.060 Regular meetings - Place.

Regular meetings and adjourned regular meetings shall be held by the planning commission in the council chamber building of the city, or in such place to which any such meeting may be adjourned. If by reason of fire, flood, earthquake or other emergency it shall be unsafe to meet in the place designated, the meeting may be held at such place as is designated by the presiding officer of the planning commission and notice thereof given to the city manager and to others as may be required by law.

(Prior code § 2.64 (Ord. 669, Ord. 1690 §4(c)))

Disclaimer:

This Code of Ordinances and/or any other documents that appear on this site may not reflect the most current legislation adopted by the Municipality. American Legal Publishing Corporation provides these documents for informational purposes only. These documents should not be relied upon as the definitive authority for local legislation. Additionally, the formatting and pagination of the posted documents varies from the formatting and pagination of the official copy. The official printed copy of a Code of Ordinances should be consulted prior to any action being taken.

For further information regarding the official version of any of this Code of Ordinances or other documents posted on this site, please contact the Municipality directly or contact American Legal Publishing toll-free at 800-445-5588.

© 2018 American Legal Publishing Corporation
techsupport@amlegal.com
1.800.445.5588.

CITY OF CHICO
Administrative Procedure and Policy Manual

Subject: BOARD, COMMISSION, ADVISORY COMMITTEES AND TASK FORCE RULES OF PROCEDURE	Number: 10-1 Effective Date: June 14, 2017
Department(s) Affected: All Departments	Supersedes: 10-1 dated 9/16/14
Authority: The Charter of the City of Chico, Article X; Council Motion 1/15/08, Council Motion 4/01/08, Council Motion 11/04/08, Council Motion 1/08/09, Council Motion 12/15/09; 07/06/10, 9/16/14, 6/14/17	File Reference: DNA Approved: <i>Mark Orme</i>

I. PURPOSE

To set forth the policy of the City Council regarding procedures for all advisory bodies, including boards, commissions, committees, task forces and/or any other form of committee that the City Council may create as established within this policy and the policies contained in AP&P 10-10, City Council Rules of Procedure.

II. ELIGIBILITY

- A. Shall be resident of the City.
- B. Shall be qualified voter as defined by the California Elections Code.

III. RECRUITMENT

- A. A Biennial Recruitment shall be conducted in the fall of even-numbered years for four-year appointments to positions with terms commencing in January of odd-numbered years.
- B. Procedure
 - 1. Advertisements – Display ads will be placed by the City Clerk at least 60 days prior to the expiration of the terms seeking applications from City residents interested in serving on a board or commission. Advertisements will include wording indicating that the City of Chico supports workforce diversity and that women, minorities and persons with disabilities are encouraged to apply to serve in these volunteer positions.
 - 2. Application Form – The City Clerk will provide interested applicants with an application form and instructions for completing and a copy of this Administrative Procedure and Policy. Once filed, applications become a public record and will be made available to the public. Following the biennial recruitment appointment process, applications will not be kept on file. In the event of a vacancy, the City Clerk will conduct a recruitment and all interested parties must re-apply.
 - 3. Application Deadline – When advertising for applications, the City Clerk will establish a deadline for filing not less than 15 days prior to the meeting at which the Council will receive the applications. Applications received after the filing deadline will not be submitted to the City Council.
 - 4. Interviews – Interviews will be held at a duly noticed Council meeting prior to making appointments. The City Clerk will notify applicants of the date/time/place of the meeting. At this meeting, the Council will be provided with a staff overview of each board and commission. The Council will also be provided with time to discuss the criteria for appointment to each specific commission. Following that discussion, the Council will conduct the interviews. No formal action will be taken at this interview meeting.
 - 5. Nomination Process – A nomination form listing the number of positions to be completed for the Airport Commission and Architectural Review and Historical Preservation Board will be provided to the Council for completion. Each Councilmember will nominate one citizen for each open position. Nominations are due to the City Clerk by 10:00 a.m. six days before the meeting where the appointments will be made. Following receipt of the nominations, the City Clerk will consolidate the information into one form representing the nominees who will be voted on. Individual Council appointments to the Arts Commission, Bidwell Park & Playground Commission and Planning Commission will be made by Councilmembers with coinciding terms of office and confirmed by the full Council at the same meeting with the other appointments.

IV. APPOINTMENT

- A. Appointments to serve on a board and commissions are for the length of term specified and appointees serve at the pleasure of the City Council.
- B. Appointments to serve on advisory committees or task forces where the appointments do not conflict with Charter, Municipal Code Provisions, or the Brown Act will be determined by Council at the time of creation. The Council will establish its policy for soliciting applications and making appointments for advisory committees or task forces at the time it determines the need for and purpose of any advisory committee or task force.
- C. Appointment Process – As required by State Law, appointments will be considered by the Council in an open public meeting.

The Council will confirm all final appointments to its board and commissions. Using a balloting method of voting, both the Airport Commission and Architectural Review & Preservation Board, individuals receiving a majority vote of Council will be appointed. Should there be more applicants than the number of vacant positions, then following discussion of the criteria for appointment, Council will vote on the nominees in additional voting rounds until such time an applicant receives four or more affirmative votes.

For members being individually selected for the Arts Commission, Bidwell Park & Playground Commission and the Planning Commission by incoming Councilmembers, a final confirmation of those appointments are required by the full Council.

The City Clerk will notify appropriate City staff members of appointments in order that appointees can be provided with appropriate information to carry out the duties and responsibilities of the board of commission to which they were appointed. Appointees are required to execute on Oath of Office prior to attending any meetings.

- D. Economic Disclosure/Conflict of Interest – As required by State Law and the City's Conflict of Interest Code, an appointee may be required to disclose certain financial information on an Assuming Office Statement of Economic Interests Form 700 and advise the Council of any potential conflict of interest which may arise if they are appointed. The City Clerk will provide appointees with forms and instructions following their appointment. Those appointees that are required to file, must file these forms within 30 days of appointment.

In addition, the following "Statement of Economic Interests - Form 700's" may be required: (1) annual filing of Form 700 for the duration of appointees tenure; and (2) Leaving Office Statement - Form 700 filed within 30 days of leaving office. The City Clerk will provide the forms and instructions for all Statement of Economic Interest forms. If forms are not filed in a timely manner, late filing penalties may be assessed. Failure to meet the deadlines may result in a late penalty, or removal from office.

- **Additional Required Training** - As required by Council policy, all board and commission members will participate in the online Ethics (AB1234) and Sexual Harassment trainings as set up and monitored by the Human Resources Department. Completion of these trainings are required every two years.

- V. ORIENTATION AND TRAINING – All appointed board and commission members shall attend an orientation training provided by the City Clerk's Office and any additional training as may be required pursuant to State Law, City Council direction, or staff recommendations.
- VI. RESPONSIBILITIES – The primary role of the advisory body is to provide judicious advice to the City Council, the elected policy-making body of the City.
 - A. The advisory body's role can include:

1. Hearing public testimony on the Council's behalf;
2. Building community consensus for proposals or projects;
3. Reviewing written material, facilitating study of issues;
4. Guiding implementation of new or regulating established programs;
5. Assessing the alternatives regarding issues of community concern; and
6. Ultimately forwarding recommendations to the Council for its consideration.

There may be times when the advisory body's recommendations will not be sustained or will be modified by the City Council. It is important for the advisory body members to recognize that this is not a rejection of the integrity of the recommendation but as an inevitable part of the process of community decision-making.

VII. **CODE OF CONDUCT** – The Code of Conduct governs the actions and deliberations of City commissions, committees and boards so that public deliberations and actions can be conducted in an atmosphere free from personal animosity and hostility and that all actions serve to increase public confidence in the City of Chico's government.

- A. Each member of all City's commissions, committees and boards shall:
1. Adhere to a high level of ethical conduct in the performance of public duties;
 2. Represent and work for the common good of the City;
 3. Pursuant to State Law, refuse to accept gifts of favors or promises of future benefits which might compromise or tend to impair independent judgment or action;
 4. Provide unbiased fair and equal treatment for all persons and matters coming before the commission, committee, or board whether in person, in writing, or in an E-Mail communication;
 5. Understand and faithfully perform all duties of office as defined by the Chico Municipal Code, State Law, Council action and all applicable AP&P's;
 6. Refrain from any actions where there may be a conflict of interest;
 7. Learn and study the background and purpose of important items of business before voting and in order to facilitate a timely meeting, board or commission members are asked to work with staff prior to the meeting on questions of clarifications;
 8. Be tolerant of all views expressed at public meetings;
 9. Refrain from abusive conduct, personal charges or verbal or written attacks made upon others; and
 10. Most importantly, advisory bodies shall not be involved in administration or operation of City departments. Advisory body members shall not direct administrative staff to initiate programs or create policies and may not conduct major studies without the approval of the City Council. City staff members are available to provide general staff assistance to the advisory body. Budgetary items are operational and not part of the of the responsibilities of a board or commission member. The City Manager is responsible for providing the Council with a proposed budget that is reviewed and approved by the City Council and implemented by staff.
- B. **Complaint Process** – All complaints received regarding board, commission or committee conduct, the complaint, along with any other relevant material, will be forwarded to the full Council for review.
- C. Any violation or disregard for the Code of Conduct shall result in one or more of the following actions being taken:
1. **Verbal Admonishment** – Least severe form of action and may be directed to one or all members of the board, commission, or committee.
 2. **Written Sanction** – Official written reprimand which the City Council directs the Mayor to sign and send out.
 3. **Censure** – Severe form of action taken by Council in open session directing the Mayor to send a letter of censure to the board, commission, or committee member expressing the Council's strong displeasure and/or disappointment of the action(s) taken.
 4. **Removal from Office** – Any appointee to a City of Chico board, commission or committee serves at the pleasure of the City Council and may be removed at any time by a majority vote of the City Council.

- XIII. **SELECTION AND RESPONSIBILITIES OF CHAIR AND VICE-CHAIR** – At its first regular meeting of the calendar year, members of the board, commission or committee shall select a chair and vice-chair with it noted that the Chair may serve no more than two consecutive years as the presiding officer. In the chairs' absence, the vice-chair serves as the Presiding Officer. In the event of both being absent, the staff liaison will call the meeting to order and the commissioners shall select a temporary chair to serve until adjournment or the arrival of the chair or vice-chair.

Role and Responsibilities – The Chair or Presiding Officer shall preserve order and decorum at all meetings of the advisory body and Rosenberg's Rules of Order will be as a guide for parliamentary procedure. The Chair is responsible for ensuring the effectiveness of the group process and to guide the advisory body by adhering to the code of conduct contained in this policy and in the Brown Act. In the absence of the Chair, the Vice Chair shall act as the Presiding Officer.

- A. The Presiding Officer may move, second, and debate from the Chair, subject only to such limitations of debate as are imposed on all Commission members, and they shall not be deprived of any of the rights and privileges of a Commission member by reason of his or her acting as Presiding Officer.
- B. The Presiding Officer shall preserve order and decorum and confine members in debate to the question under discussion.
- C. The Presiding Officer shall state all questions submitted for a vote and announce the results of that vote. A roll call vote shall be taken when requested by a member.
- D. The Presiding Officer shall determine, based on the meeting agenda, a schedule for consistent breaks for the advisory body. He or she should strive to call for a 10-minute recess at regular intervals of approximately one hour at appropriate points in the meeting agenda.
- E. The Presiding Officer shall ensure that they, as well as the balance of the advisory body, refrains from commenting or entering into conversation with speakers during public comments or during public hearings, until all speakers have been heard. The Presiding Officer shall determine points of order, subject to the right of any member to appeal to the advisory body.
- F. The Presiding Officer shall ensure that members of the public who address the advisory body from Business from the Floor address matters “**not appearing**” on the agenda which is of interest to such person and which is within the jurisdiction of the advisory body. Speakers shall not use Business from the Floor to make additional comments regarding an item that has already been heard earlier in the meeting.

- XIII. **ATTENDANCE REQUIREMENTS** – When appointed, it is expected that members will attend all regular and adjourned meetings of their respective board or commission.

In order that the Council is kept advised of attendance of board and commission members, a report is provided by the City Clerk to the City Council during the Biennial Recruitment process every two years. The Council is also advised if a board or commission member misses two consecutive regular or adjourned regular meetings (pursuant to this AP&P), and removal of a member may occur at Council's discretion (Charter Section 1001.c)

Missed meetings – If an appointed member of a board or commission misses two consecutive regular or adjourned regular meetings of such board or commission, the chair of such board or commission, or in the absence of the chair, the vice-chair, shall report to the City Clerk the name of the member having missed such meetings, together with the dates of the meetings at which such member was absent and the reason for such absences, if known. The City Clerk shall forward the information to the City Council and removal of the member may occur at Council's discretion (Charter Section 1001.c).

- X. **VACANCIES** – If an appointed member of a board or commission is convicted of a crime involving moral turpitude or ceases to be an elector of the City, his/her office shall become vacant and shall be so declared by the Council. (Charter Section 1005.) If an unscheduled vacancy occurs whether due to resignation, death, termination, or other cause, a special vacancy notice shall be posted pursuant to Government Code Section 54974 in the Office of the City Clerk, and in the Chico Branch of the Butte County Library within twenty days after the vacancy occurs. Final appointment to the board or commission shall not be made for at least 10 working days after the posting of the notice. At such time the City Clerk will move forward with a recruitment as outlined in Section III.B when applicable.
- XI. **REMOVAL FROM POSITION** – All appointees to the board and commissions, advisory committees and task forces, including ad hoc committees serve at the pleasure of the City Council and may be removed at any time by a majority vote of the Council. (Also referenced under Code of Conduct, Section VIII.)

XII. MEETINGS

A. Scheduling

1. **Regular Meetings** – Held for each board or commission as currently scheduled, or as determined by Board/Commission action.
2. **Adjourned Regular Meetings** – When workload requires, additional meetings may be scheduled as necessary.
3. **Meeting Times** – It is the intent of the City Council that all meetings of the advisory bodies be conducted in a timely and efficient manner. Evening meetings are to end at 10:00 p.m., in accordance with AP&P 10-10. By majority vote of the Commission, the meeting can be extended to 10:30 p.m. with no new items considered by the body following the 10:00 p.m. deadline. Items may need to be deferred to a future meeting. Commission or board members are encouraged to call or meet with staff prior to the meeting in order to get clarification on questions. By doing so, more time will be available for public input and for discussion by the advisory body.

Change in meeting time – Whenever a majority of the members of a board or commission wishes to change the date and/or time of its regular meetings in accordance with the provisions and within the limitations set forth in the Municipal Code specifically applicable to such board or commission, it shall submit its request in writing to the City Manager, giving the current date and time of its regular meetings and its requested date and time for regular meetings. After review, the City Manager will either approve or deny the request, in writing, based on the: (1) availability of a meeting room and any conflicts with other City meetings; (2) ability to televise or videotape meetings, if appropriate; (3) impact on City staff that normally prepare for and/or attend the meetings; and (4) any other issues that the City Manager deems pertinent.

In order to adequately notify the public of an approved change to a regular meeting schedule, that Board or Commission shall include the City Manager's approval letter on the next agenda acknowledging the change in meeting times.

4. **Recording/Televising** – All recording/televising requests will be reviewed and approved by the City Manager based on the needs of the City including: (1) current fiscal situation; (2) availability of staff, and (3) resources needed to fulfill the request. Audio taping will be encouraged whenever feasible.

B. Rules During Meetings and Public Participation

1. **Time Limits for the Public** – Each member of the audience speaking to the board or commission shall limit their comments to no more than three minutes and speak one time only on each agenda item. Time limits may be waived or reduced due to the number of speakers by the Presiding Officer or majority of the board or commission on any specific item. A speaker may not defer his/her time to other speakers. Commission members will refrain from asking questions of a speaker until that speaker has concluded his or her comments.

The Presiding Officer will encourage groups or organizations to select a spokesperson to speak on their behalf.

The Presiding Officer will also encourage speakers to not repeat comments made by prior speakers, but rather only to indicate their agreement with such comments.

Speakers must address their comments to the Presiding Officer rather than individual Commission members, staff, a project applicant or anyone else involved in the proceedings.

Speakers may file copies of their remarks or supporting information with the staff liaison. If requested, the liaison will make the information available to the commission and staff.

If a formal "presentation" by an outside group is approved by the Presiding Officer, the group will be represented by one presenter and will be required to submit a list of individuals the speaker is representing. Individuals listed as part of that group will not be given an additional three minutes to address the board or commission again. Their comments will be considered as part of the presentation.

Non-English speaking speakers who use a translator to address the body, must be provided twice the allotted time as the regular public.

2. **Time Limits for Commission Members** – In order to ensure that all speakers are treated equally and in a fair and consistent manner, Commission members shall refrain from interrupting the speakers before the end of their allotted three minutes.

Questions by members of the board or commission may be addressed following the conclusion of the speaker's comments and responses are limited to one minute. In addition, members of the board or commission shall be recognized by the Presiding Officer and are encouraged to limit their comments to three minutes each.

3. **Time Limits for Staff Presentations** – Staff members will strive to keep their presentations brief and to the point thereby allowing more time for public input and time to address questions by the board or commission.

4. **Meeting Decorum** – Commission members and staff shall work earnestly to preserve appropriate order and decorum during all meetings. Side conversations, disruptions, interruptions, or delaying efforts are discouraged.

- **Electronic Communications** - Communication by Commission members via cell phones, laptops, or other electronic devices by sending or receiving e-mails and/or text messages during board or commission meetings, with the exception for personal emergencies is **prohibited**.
- **Personal Attacks** - Under Government Code Section 54954.3, the public has the right during presentations to criticize the City's policies, procedures, programs, or services, including acts or omissions of the board or commission. However, a board or commission meeting is not a public forum for personal attacks or disruptive presentations or demonstrations.
- **Signs & Banners** - As signs and banners block audience members from being able to see and can cause a disruption of the meeting when held up for the Council or cameras, signs and banners at meetings shall only be displayed along the back wall of the Council Chamber.
- **Role of the Presiding Officer** - It is expected that the Presiding Officer will request the public to follow this protocol and will have the full support of the board or commission to do so. If a member of the public fails to follow these rules after being warned once, the Presiding Officer may declare a recess or take other appropriate action. Commissioners or Board members may assist the Presiding Officer by raising a Point of Order.

5. **Written Material** – Any person wishing to have their written comments included in the agenda packet will need to submit those comments to the staff liaison eight days in advance of the meeting. Written materials received after that date will be forwarded immediately via email to the advisory body members, with copies of those emails available at the meeting for public review. Any person providing written material at a meeting shall provide a copy to the staff liaison for the record.

6. **Consent Agenda** – This section of the agenda is reserved for items routine in nature or have already been considered by the advisory body. A commissioner or board member may ask for an item to be removed for further clarification. If a member is disqualified on a Consent Agenda item or wants to vote “no” on one of the items, the item does not need to be removed in order to record a “disqualification” or “no” vote. Instead, the commissioner makes the announcement prior to the action on the Consent Agenda, and it is reflected in the record that there was a disqualification, including the details surrounding the disqualification. Items removed from the Consent Agenda will be considered immediately following the approval of the Consent Agenda. Members of public do not have the right to remove items from Consent. Instead, a time for public comment will be made available prior to formal action on the Consent Agenda.

Any routine questions of the Commissioners concerning items on the Consent Agenda should be discussed in advance with the appropriate staff for clarification in order to minimize delay during board or commission meetings.

7. **Hearings** – Any person may speak on items scheduled for hearing before the board or commission at the time the Presiding Officer declares the hearing open. Once the speakers are finished, the Chair must close the hearing to further public comment.

8. **Regular Agenda** – Items on the Regular Agenda are those that require consideration, direction and/or action by the board or commission.

9. **Items Added after Posting of the Agenda** – are permitted as set forth Government Code Section 54956.5. and as defined as an “emergency situation.”
10. **Business From the Floor** – *Speakers shall not use “Business from the Floor” to make additional comments regarding an item heard earlier in the meeting.*

A member of the general public may address the board or commission on any matter “**not appearing**” on the agenda which is of interest to such person and which is within the jurisdiction of the board or commission. When a member of the public does make comments under this section, the commission may ask questions of staff for clarification on the matter. However, Commission members should not engage in a discussion regarding the comments unless the matter is agendized at a future meeting.

11. **Reports and Communications** – Staff reports and communications are provided to the advisory body primarily for its information. Accordingly, these matters will not be discussed unless a member of the board or commission asks for further information. No action shall be taken on these matters unless a majority of the commission directs staff to place the item as an action item at a subsequent meeting and it is included on the posted agenda as such.
 - a. Any Board or Commissioner requesting to agendize an item for consideration shall prepare a written request that is forwarded to City staff detailing what the item is and why this matter should be discussed by the Commission. Once received, it will be placed under “Reports and Communications and will require a majority vote of the body in order to agendize at a future meeting. Public input will be taken at the time the item is agendized, if approved by a majority of the Commission.
 - b. From time to time, a Commissioner may receive a request from a citizen our outside group or agency either during public comment or via some form of communication. As citizens do not have the right to place a matter on the agenda, a commissioner wishing to sponsor a citizen’s request, will need to forward the request as noted in the above section and that request will be placed under Reports and Communications and require a majority vote of the body in order to agendize at a future meeting. Public input will be taken at the time the item is agendized, if approved by a majority vote of the Commission.
 12. **Agenda Items Taken Out of Order** – The board or commission will follow the order of items as listed on the agenda, unless the Presiding Officer or a Commission member requests a change in the order of items and a motion to that effect passes by a majority vote.
 13. **Ex Parte Communications** – An ex parte communication is a communication made outside of a noticed public meeting between a board or commission member and any person in the public concerning a quasi-judicial proceeding to be heard by the board or commission. When a board or commission member has an ex parte communication, the member shall state for the public record: (a) the nature of that communication, (b) with whom the ex parte communication was made, and (c) a brief statement as to the substance of the communication.
- C. **Agendas & Staff Reports** – Board or commission agendas will be prepared by staff liaisons in accordance with the format approved by the Council (see AP&P 10-10) and in accordance with the requirements set forth in the Brown Act. The format of the staff reports is determined by the City Manager and City Clerk in order to meet the needs of the City Council. Standardized reports also ensures a consistent approach in providing critical information necessary to make an informed decision.
- D. **Minutes** – Per Council direction at its meeting of 11/7/00, staff is to provide “action-only” minutes for board and commission meetings.

Draft minutes can not be released unless they are part of an agenda packet being provided to the full Commission or Board for review and approval at a regularly scheduled meeting