

RESOLUTION NO. 91-13

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA, ADOPTING POLICY REGARDING AGENDA AND CONDUCT OF MEETINGS OF THE CITY COUNCIL

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WHEREAS, it is necessary to provide for the orderly and efficient conduct of meetings of the City Council; and

WHEREAS, it is desirable to ensure advance notice to all interested persons of matters to be considered by the City Council;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Calistoga that the following policy relating to the agenda for and conduct of meetings of the City Council be adopted:

1. PREPARATION OF AGENDA: The City Administrator shall prepare a written agenda for each regular meeting and each adjourned regular meeting of the City Council. Such agendas shall be prepared and distributed by the City Administrator and shall be available to the public in the office of the City Clerk by noon on each Friday preceding a regular or adjourned regular meeting of the City Council.

2. AGENDA ITEMS: Any person, including members of the City Council and City employees, may request that a particular matter be placed on the agenda of a coming meeting. All such requests must be in writing and must include a written summary which must include a description of the matter to be discussed, the reason why such discussion is deemed desirable or appropriate, and the action, if any, which the requesting party desires the Council to take. The City Administrator may require that all such requests be made in a form provided by the City Administrator's office.

All such requests for agenda items must be delivered to the office of the City Administrator by noon of the Thursday preceding the regular or adjourned regular meeting at which the item is requested to be heard. Any request for an agenda item which involves supporting documentation, or which necessitates documents, maps, or documents for proposed action by the City Council, such as resolutions or ordinances, shall be accompanied by all such documentation involved with the matter. The City Administrator may hold this request for agenda placement until a future meeting in order to allow adequate time for staff review and response. The City Administrator shall refuse to place on the agenda any requested item which does not include a proper summary and/or which is not accompanied by necessary documentation in connection with the item. Any person aggrieved

by the failure or refusal of the City Administrator to add an item to the agenda on the grounds of lack of compliance with this policy may address the City Council during the oral communications portion of any meeting of the City Council

3. ORGANIZATION OF AGENDA: Each agenda for a regular or adjourned regular meeting of the City Council shall be organized in the following categories: public hearings, public appearance, consent calendar, regular agenda, oral communications, study sessions.

PUBLIC HEARINGS: Public Hearings are to be formally noticed prior to the date of said hearings as required by law.

STUDY SESSION: No formal action may be taken by the City Council concerning any study session agenda item other than to agree to, or to direct staff to, present the item on the regular agenda of a subsequent meeting. Any request for an agenda item which does not specifically include a description of the action on the item desired shall be calendared as a study session item. The City Council may, at its discretion, allow an item which has been miscalendaried as a study session item to be moved to and heard on the regular agenda.

CONSENT CALENDAR: Items deemed by staff to be of a routine nature, or items deemed to be fully explained by the accompanying documentation and not to require discussion by the City Council, shall be calendared on the consent calendar. All matters on the consent calendar will be approved by a single motion. There will be no separate discussion of items calendared on the consent calendar. Any City Council member who desires discussion of a particular item calendared on the consent calendar may have that particular item moved from the consent calendar to the regular agenda.

ORAL COMMUNICATIONS: The first item on the agenda for every regular or adjourned regular meeting of the City Council shall be entitled "oral communications." Any person, including members of the Council and City employees, may, after being recognized by the Mayor, address the Council concerning any matter of public or personal concern. No such address shall exceed three minutes unless further time is allowed by the Mayor. No formal action other than to agree to consider a matter at a subsequent meeting or to direct staff to report on a matter at a subsequent meeting may be taken concerning any matter considered under the oral communications portion of an agenda. Information items shall be items for discussion only regarding for which no immediate City Council action is desired or deemed appropriate.

4. ADDRESSING THE COUNCIL: Other than when a matter is denominated by law as a public hearing, no person shall have the right to address the City Council unless permitted to do so by the Mayor or by the majority of the Council members then present. No person shall at any time address the City Council until

recognized by the Mayor. Whenever any group of persons wishes to address the Council on the same subject matter, the Mayor shall have the right to request each such group or each faction of such group to choose a spokesman to avoid unnecessary repetition. If any such group refuses to choose a spokesman and repetitious addresses are made notwithstanding a request of the Mayor that a spokesman be chosen, the Mayor may limit the number of persons addressing the Council on each side of any issue. No person, including members of the City Council, may discuss any matter concerning which a motion has been made and not seconded.

5. RULES OF ORDER: Except where in conflict with the provisions of this resolution or with ordinances of the City of Calistoga or laws of the State of California, the procedures for meetings of the City Council shall be governed by Robert's Rules or Order.

6. EMERGENCY MATTERS: Nothing contained in this Resolution shall preclude the City Council from acting upon any matter deemed to be an emergency or to urgently necessitate immediate action.

7. ENFORCEMENT: Any person who, after direction from the Mayor to refrain from doing so, violates or ignores the rules of procedure specified above, may be expelled from the meeting by the Mayor.

8. REPEAL OF FORMER POLICIES: The policies adopted previously by the City Council by resolution are repealed.

ADOPTED, SIGNED, AND APPROVED this 5th day of March, 1991 by the following vote:


AYES: Councilmembers Marberry, Oyarzo, Beck, Maxfield, and Mayor Hughes.

NOES: None

ABSENT: None

  
Jim Hughes  
Mayor of the City of Calistoga

ATTEST:

  
Patt Osborne  
City Clerk of the City of Calistoga  
By Patt Osborne, Deputy