

City of Hesperia

STAFF REPORT



DATE: January 22, 2019

TO: Mayor and Council Members

FROM: Nils Bentsen, City Manager

BY: Eric Dunn, City Attorney
Melinda Sayre, City Clerk
Stephanie McClure, Assistant City Clerk

SUBJECT: Consideration of Parliamentary Procedures

RECOMMENDED ACTION

It is recommended that the City Council provide direction to staff regarding the adoption of a set of parliamentary procedures to assist in the procedural facilitation of City Council, Planning Commission, and Advisory Committee meetings.

BACKGROUND

At the October 2, 2018 City Council Meeting, then Mayor Pro Tem Swanson requested that an item be agendaized to discuss the adoption of parliamentary procedures to govern the procedural conduct of City meetings as the City has not previously adopted a formal parliamentary procedure.

An item discussing two commonly used parliamentary procedures – Robert's Rules of Order and Rosenberg's Rules of Order were discussed at the October 16, 2018 City Council Meeting. At that time the City Council reached a consensus that the City Council should take some time to research both sets of procedures and revisit the item at a future City Council Meeting.

ISSUES/ANALYSIS

Robert's Rules of Order and Rosenberg's Rules of Order are standardized parliamentary procedures which provide guidelines for the procedural conduct of meetings.

Robert's Rules of Order (example attached) was adapted from rules and practices set by Congress in 1876 to assist group decision making. Robert's Rules of Order is a comprehensive guide for handling various situations that can occur at a group meeting including votes, motions, substitute motions, and discussion.

Rosenberg's Rules of Order (attached) were developed by Dave Rosenberg, an elected Yolo county supervisor, in 2003 and revised in 2011, to simplify the rules set by Robert's Rules of Order while establishing the same principles for discussion, motions, and voting to ensure decorum and courtesy are maintained during meetings.

Under state law, meetings of city councils and other legislative bodies are governed by the Brown Act. A city is not required to adopt parliamentary rules of procedure. According to Government Code Section 36813, the "council may establish rules for the conduct of its

proceedings.” A legislative body's failure to follow its procedural rules does not invalidate substantive actions taken, provided the actions are otherwise compliant with the Brown Act. (City of Pasadena v Paine (1954) 126 CA2d 93).

FISCAL IMPACT

There is no fiscal impact associated with approval of the recommended action.

ALTERNATIVE(S)

1. Provide alternative direction to staff

ATTACHMENT(S)

1. Robert's Rules of Order Chart (complete book of Robert's Rules on file in the City Council Office)
2. Rosenberg's Rules of Order Sheet