



# City of Culver City

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## Staff Report Details (With Text)

**File #:** 24-1134      **Version:** 1      **Name:** Ordinance Amending 3.01.100, et seq. re Decorum, Public Participation and Meeting Procedures

**Type:** Ordinance      **Status:** Consent Agenda

**File created:** 5/29/2024      **In control:** City Council Meeting Agenda

**On agenda:** 6/10/2024      **Final action:**

**Title:** CC - CONSENT ITEM: Adoption of an Ordinance Amending Certain Sections of Subchapter 3.01.100, et seq. of the Culver City Municipal Code Relating to Decorum, Meeting Procedures and Public Participation.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 2024-06-10 - ATT 1\_Proposed Ordinance Updating Certain Sections of CCMC Subchapter 3.01.100 et seq.pdf

Date	Ver.	Action By	Action	Result
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**CC - CONSENT ITEM: Adoption of an Ordinance Amending Certain Sections of Subchapter 3.01.100, et seq. of the Culver City Municipal Code Relating to Decorum, Meeting Procedures and Public Participation.**

**Meeting Date:** June 10, 2024

**Contact Person/Dept:** Heather Baker/City Attorney's Office  
Jeremy Bocchino/City Clerk's Office

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**Fiscal Impact:** Yes  No       **General Fund:** Yes  No

**Action Item:**       **Attachments:** Yes  No

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (06/06/2024);

**Department Approval:** Heather Baker (06/03/2024); Jesse Mays (06/03/2024)

### RECOMMENDATION

Staff recommends the City Council adopt an ordinance amending certain sections of Subchapter 3.01.100, et seq. of the Culver City Municipal Code (CCMC) relating to decorum, meeting procedures and public participation (Attachment 1).

## BACKGROUND/DISCUSSION

The Culver City Municipal Code (CCMC) sets forth various provisions in Chapter 3.01 relating to decorum, meeting procedures and public participation, which have not been updated in many decades. Updating the CCMC provisions and related City policies is a Fiscal Year 2023-2024 joint work plan for the City Clerk's and City Attorney's Offices.

The purpose of these amendments is to promote mutual respect, civility, and orderly conduct among elected and appointed City officials, City staff, and members of the public and to reflect much needed updates to the following CCMC provisions:

- 3.01.130 - Rules of Order: This Section has not been updated since 1965. The proposed amendment would update the reference from *Roberts Rules of Order* to *Rosenberg's Rules of Order*, as the parliamentary procedures governing City Council meetings. This is consistent with current City Council meeting procedures, as well as Commission, Board and Committee (CBC) meetings, and is consistent with the CBC Policy.
  
- 3.01.135 - Addressing the City Council, Commissions, Committees and Boards: This Section, which outlines the process for public participation during Council and CBC meetings, has not been updated since 1998 and is inconsistent with current state law. The proposed amendments include:
  - A broad statement regarding public participation;
  - Authorization to Council to establish public comment procedures, including time limits, which shall be included in the posted agenda; and
  - A provision stating this Section's applicability to CBC meetings.
  
- 3.01.145 - Decorum; Enforcement by Ex-Officio Sergeant-at-Arms: This Section governs the conduct of Council Members and members of the public during meetings in order to ensure the orderly and efficient conduct of the City's business. This Section has not been updated since 1965 and is inconsistent with current state law. The proposed amendments include:
  - Updates to ensure compliance with SB 1100 (2022) pertaining to meeting disruptions (Attachment 2);
  - Other clean-up items, such as using gender neutral references; and
  - A provision stating this Section's applicability to CBC meetings.

At its May 28, 2024 meeting, the City Council introduced the proposed Ordinance by a unanimous vote. The Ordinance is now presented for proposed adoption.

## FISCAL ANALYSIS

There is no fiscal impact associated with adoption of the proposed Ordinance.

## ATTACHMENTS

1. 2024-06-10\_ATT 1\_Proposed Ordinance Amending Certain Sections of CCMC Subchapter 3.01.100, et seq.

## MOTION

That the City Council:

Adopt an ordinance amending certain sections of Subchapter 3.01.100, et seq. of the Culver City Municipal Code (CCMC) relating to decorum, meeting procedures and public participation.