



# City of La Quinta

**CITY / SA / HA / FA MEETING DATE:** January 21, 2014

**ITEM TITLE:** APPOINT A COUNCIL SUBCOMMITTEE TO REVIEW THE RULES OF PROCEDURE FOR COUNCIL MEETINGS AND ACTIVITIES AND TO REPORT ON AMENDMENTS NECESSARY TO COMPLY WITH STATE CODE, COUNCIL POLICY, AND COMMON PRACTICE

**AGENDA CATEGORY:**

**BUSINESS SESSION:** 2

**CONSENT CALENDAR:**

**STUDY SESSION:**

**PUBLIC HEARING:**

---

## **RECOMMENDED ACTION:**

Appoint a subcommittee of two Councilmembers to meet with staff to review, discuss, and recommend amendments to the rules of procedure for Council meetings and related functions and activities.

## **EXECUTIVE SUMMARY:**

- Due to changes in law, policy, and/or practice, the Council's rules of procedure resolution is amended and restated from time-to-time. The last review and amendment occurred in 2006.
- Since its adoption, individual sections of the rules have been amended, but a comprehensive review to ensure compliance with state code, Council policy and common practice has not been done since 1995.
- An initial review by staff identified 16 sections requiring examination.

## **FISCAL IMPACT:**

None.

## **BACKGROUND/ANALYSIS:**

State and Municipal Codes require the City Council to adopt rules of procedure to govern the conduct of its meeting and any of its other functions and activities. Although there is little latitude in some provisions due to state law requirements, there are others Council may amend to best suit the needs and customs of La

Quinta. A successful and efficient means of amending the rules of procedure was done in the 1990s by a Council subcommittee, which then recommended changes, additions, and deletions for Council consideration and adoption.

Staff's review of the rules of procedure indicates that there are two reasons to undertake this task. First, sections must be revised to incorporate current State Code; these sections are Special Meetings, Quorum, Agenda, and Voting Procedure. Second, sections should be revised to ensure that they align with current practice or Council policy; these sections include: Posting of Agendas, Teleconferencing, Order of Business, Delivery of Agenda, Mayor Pro Tempore, and Processing of Motions.

**ALTERNATIVES:**

Council may direct staff to amend the rules of procedure to comply with state law and return the matter to Council as a Study Session item to discuss provisions affecting policy and practice.

Report prepared by: Susan Maysels, City Clerk

Report approved for submission by: Frank J. Spevacek, City Manager