



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Art Vela, Interim City Manager

PREPARED BY: Art Vela, Interim City Manager

MEETING DATE: February 24, 2026

SUBJECT: Discussion and Direction regarding potential modifications to the City of Banning Manual of Procedural Guidelines including, but not limited to, Section 10.3, 10.6, and 12.2

RECOMMENDATION:

Discussion and direction regarding potential modifications to the City of Banning Manual of Procedural Guidelines including, but not limited to, Section 10.3, 10.6, and 12.2.

BACKGROUND:

On December 9, 2025, under items for future agendas, Council Member Flynn requested a future agenda item to consider modifications to the City of Banning Manual of Procedural Guidelines ("Manual") including section 10.3 related to how votes to abstain are counted.

Council Member Flynn expressed a desire to make the Manual consistent with how Rosenberg's Rules of Order ("Rosenberg's") counts votes to abstain when counting the votes of those present. Under Rosenberg's when counting the votes of those present a vote to abstain is counted as a "no" vote.

If the direction from the City Council is to modify the rules to reflect this change section 10.3 and 10.6 will be updated as directed. In addition, staff is seeking direction from the City Council to determine if there are additional modifications being proposed at this time. For example, section 12.2 of the Manual provides as follows:

12.2 Amendments

This Manual may be amended from time to time as necessary by resolution passed by a majority vote of the City Council at any regular or special meeting, **provided that no such amendment shall be adopted unless at least seven days' written notice thereof has been previously given to all Legislative Body members serving the City. Such notice shall identify the section or sections of the Manual proposed to be amended.**

If there is further direction from the City Council to modify additional sections of the Manual, all modifications will be brought back for final action by the City Council at a future meeting.

JUSTIFICATION:

This item requires discussion and direction regarding potential modifications to the City of Banning Manual of Procedural Guidelines.

FISCAL IMPACT:

Not applicable.

ALTERNATIVES:

1. Direct staff to make no changes to the Manual.
2. Direct staff to make modifications to the Manual and bring back a resolution and updated Manual that reflects the modification directed by the City Council.
3. Provide alternative direction for staff.

BUDGETED?:

No

CONTRACT/AGREEMENT:

No

ATTACHMENTS:

1. [Banning Procedural Manual.Revised.Final.pn.docx](#)