



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Elizabeth Gibbs, City Manager

PREPARED BY: Elizabeth Gibbs, City Manager

MEETING DATE: April 14, 2026

SUBJECT: Approve Modifications to Section 10.3, 10.6, and 12.2 of the City of Banning Manual of Procedural Guidelines

RECOMMENDATION:

Approve modifications to Sections 10.3, 10.6, and 12.2 of the City of Banning Manual of Procedural Guidelines

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.

On February 24, 2026, the City Council considered modifications to the City of Banning Manual of procedures including Sections 10.3, 10.6, and 12.2. After discussion and deliberation by the City Council, the City Council directed staff to modify Sections 10.3 and 10.6 to reflect that abstentions will not be treated as yes or no votes but will count for purposes of determining a quorum and Section 12.2 be deleted in its entirety.

JUSTIFICATION:

N/A

FISCAL IMPACT:

The cost to prepare this report and modifications to the Manual and any further action by the City Council.

ATTACHMENTS:

1. [Resolution_2026-58__Manual_of_Procedural_Guidelines.docx](#)
2. [Banning Procedural Manual.Revised.Final.pn \(002\).pdf](#)
3. [Banning Procedural Manual.Revised.Final.clean..docx](#)