



City Council Staff Report

Subject: Revision of the City Council Procedural Rules

Date: August 13, 2024

Submitted By: Avinta Singh, City Clerk

Department: City Clerk's Office

Recommendation:

Adopt a Resolution of the City Council of the City of Rocklin Adopting Revised City Council Procedural Rules and Superseding Resolution No. 2022-248.

Background:

From time to time, staff reviews policy documents for process improvements. With the appointments earlier this year of a new City Attorney and City Clerk, The City Council Procedural Rules document was reviewed.

At this time, staff recommends the City Council update its Procedural Rules to (1) modify Section 1.2 to adopt Rosenberg's Rules of Order in place of Robert's Rules of Order; (2) modify Section 5.7.3, Communications from the Public, to adopt a three-minute per person time limit for citizens addressing the City Council on matters not listed on the agenda, as well as non-hearing agenda items; and (3) make various non-substantive and formatting changes. These changes are recommended to simplify technical rules of parliamentary procedure and increase the effectiveness of public meetings.

A redlined version showing the proposed revisions to the Procedural Rules is included as Attachment 3, along with a clean copy that incorporates the changes (Attachment 2). A copy of Rosenberg's Rules of Order is also included as Attachment 4.

ATTACHMENTS:

1. [Resolution](#)
2. [Resolution Exhibit A - City Council Procedural Rules](#)
3. [City Council Procedural Rules - Redline](#)
4. [Rosenberg's Rules of Order](#)