



# Rules of Procedure

**Cristal McDonald, City Clerk**

October 15, 2024 – Item No. 12

An aerial photograph of a park. In the foreground, a baseball field is visible with several people scattered across the grass. In the background, there is a parking lot with many cars and some trees. The sky is clear and bright.

## **Resolution No. 24-4791**

*A Resolution of the City Council of the City of  
Murrieta, California, Amending Rules of  
Procedure for City Council Meetings and  
Related Functions and Activities*



# July 31, 2024

# Special City Council Workshop

## Rules of Procedure

- Future Agenda Items
- Presiding Officer (*Mayor Rotation*)
- Motion for Reconsideration



# Future Agenda Items

Resolution No. 19-4178 §2.8

**Current Procedure:** Under current authority, the City Council may request items through two methods

1. Two Council Members jointly request directly to the City Manager;  
or
2. Request consensus during the meeting, under the appropriate section of the agenda. A brief explanation of the request is provided.\*

\* Requests currently done under *Council Member Requests to Add or Withdraw Items to Future Agendas*

# Future Agenda Items

**Proposed Procedure:** A Council Member may request an item to be added to a future agenda by contacting the City Manager. After City Manager review (such as costs associated with the item), the City Manager will either:

- Add the item to an agenda under discussion; or
- Include the item under the *Council Member Requests to Add Items to Future Agendas* for the Council Member to seek consensus to bring the item forward as a future discussion item.
  - *Since the item will be placed on an agenda, this will give the Council Member the opportunity to explain the request.*

# Presiding Officer (Mayor Rotation)

## Current Procedure:

- **Reorganization**
  - 2<sup>nd</sup> Meeting in December
- **Qualifications**
  - Shall have served: at least 2 years on the Council; as Mayor Pro Tem prior to serving Mayor
- **Rotation**
  - Most senior City Council Member who has not yet served (unless all have served)
  - If 2 or more Council Members are newly elected at the same time, based on highest number of votes\*
  - No obligation to serve
  - No successive terms
- **Term**
  - 1 year



# Presiding Officer (Mayor Selection)

## Proposed Procedure: Considerations for Presiding Officer Selection.

1. The previous and current City Council Member tenure.
2. Having served as Mayor Pro Tem prior to serving as Mayor.
3. Demonstrates the ability to perform responsibilities such as:
  - Proper and professional representation of the City Council as a whole;
  - Inclusivity of all City Council Members;
  - Preside over City Council meetings efficiently;
  - Accurately articulate the City Council's majority opinion to the public;
  - Is professional and courteous to staff and the public at all times;
  - Upholds the City Council/City Manager form of government and informs only the City Manager of any departmental concerns;
  - Collaborates and considers the input of all stakeholders, including City Council Members; and
  - Maintains integrity and honesty at all times.



# Motion for Reconsideration

**Current Procedure:** Any Council Member who voted with the majority may move a reconsideration of any action at the same or the next meeting. After a motion for reconsideration has once been acted upon, no other motion for reconsideration thereof shall be made without unanimous consent of the Council.





# Motion for Reconsideration

**Proposed Procedure:** Any Council Member who voted on the prevailing side of the original motion, may move a reconsideration to consider new information or correct inadvertent errors, on a non-public hearing item at the same or the next meeting.

If the motion to reconsider passes, then when the original matter returns, the matter may be discussed and debated as if it were on the floor for the first time. After a motion for reconsideration has once been acted upon, no other motion for reconsideration thereof can be made without unanimous consent of the City Council.



## Recommendation

Discuss and adopt Resolution No. 24-4791 entitled: *A Resolution of the City Council of the City of Murrieta, California, Amending Rules of Procedure for City Council Meetings and Related Functions and Activities*; OR

Consider and take such action, if any, as the City Council deems appropriate.





# History

**Purpose:** Govern the conduct of its meetings and any of its other functions and activities, and regulations.

**Authority:** Murrieta Municipal Code § 2.04.040 (1991)

## Adopted/Amended/Repealed Resolutions

- 91-33
- 91-57
- 92-175-A
- 96-470
- 97-527
- 99-647
- 2000-732
- 00-804
- 05-1512
- 07-1660
- 07-1778
- 07-1841
- 08-1922
- 08-1975
- 08-2116
- 10-2571
- 13-3052
- 13-3149
- 13-3167
- 14-3202
- 14-3301
- 16-3517
- 17-3689
- 17-3823
- 18-4016
- 18-4021
- 19-4178
- 21-4463
- 23-4643