# STAFF REPORT

**Meeting Date:** July 2, 2013

**To:** Honorable Mayor & City Council

**From:** Mahdi Aluzri, Assistant City Manager

**Subject:** Request by Councilmember Krasne to Require Council Approval to Continue Considering Items on the Agenda after 11:30 p.m.

**Attachments:** Municipal Code Sections

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## INTRODUCTION

Councilmember Krasne is requesting City Council consideration of changing the current Council meeting protocol where new agenda items would not be considered after 11:30pm without approval of majority of the Council.

## DISCUSSION

There are currently no specific rules on when City Council agenda items should be considered. The Council has traditionally deferred to the Mayor on when the meeting is to be adjourned and remaining items not considered be carried over to the following meeting. The meeting format is defined in Sections 2-1-1, 2-1-2, 2-1-3 of the Municipal Code (attached)

## FISCAL IMPACT

None

## RECOMMENDATION

Staff seeks direction on whether or not the current protocol should be adjusted.

Jeffery C. Kolin
Approved By

# Attachment 1

## 2-1-1: MEETINGS:

A. Formal Meetings: The council shall hold formal meetings in the council chamber of the city hall on the first and third Tuesday of each month at seven o'clock (7:00) P.M. and on such other days, at such other times, and at such other places as may be designated in an order for a special meeting. When the day for any formal meeting of the council falls on a legal holiday, the meeting shall not be held on such holiday but shall be held at the same hour on the next succeeding Tuesday thereafter.

B. Study Sessions: The council shall hold study sessions in the council chamber of the city hall, 455 North Rexford Drive, Beverly Hills, California, on the first and third Tuesday of each month at two thirty o'clock (2:30) P.M. and on such other days, at such other times, and at such other places as may be designated in an order for a special meeting. When the day for any study session of the council falls on a legal holiday, the meeting shall not be held on such holiday but shall be held at the same hour on the next succeeding Tuesday thereafter. The study session shall be a regular meeting of the city council for all purposes. (Ord. 08-O-2544, eff. 3-7-2008)

## 2-1-2: AGENDA:

All reports, ordinances, resolutions, contract documents, andother matters to be submitted to the council at a scheduled formal meeting shall be delivered to the city clerk not later than ten o'clock (10:00) A.M. on the Friday preceding the day of the council meeting. The city clerk shall prepare the agenda of all such matters according to the order of business and cause a complete copy of such agenda, with related material, to be delivered to each council member, the city manager and the city attorney on the Friday preceding the day of the meeting. The agenda shall be available for public inspection in the city library and in the city clerk's office at least seventy two (72) hours prior to the meeting. (1962 Code § 2-3.02)

## 2-1-3: CONDUCT OF BUSINESS:

All formal meetings of the council shall be open to the public; provided, however, when a closed session is held in accordance with law, the public may be excluded from such closed session held during a council meeting. At the hour set by law on the day of the scheduled formal meeting, the council members, the city manager, the city attorney, the city clerk, and such other personnel as have been requested to be present by the city manager shall take their regular stations in the council chamber. The business of the council shall be taken up for consideration and disposition in substantially the following order, except as may be otherwise ordered by the mayor or the council:

A. Roll call;
B. Presentations;
C. Oral communication from the audience;
D. Public hearings;
E. Continued and new business;
F. Consent calendar;
G. Commission synopses and minutes;
H. Other business; and
I. Adjournment. (1962 Code § 2-3.03; amd. Ord. 92-0-2143, eff. 6-26-1992)