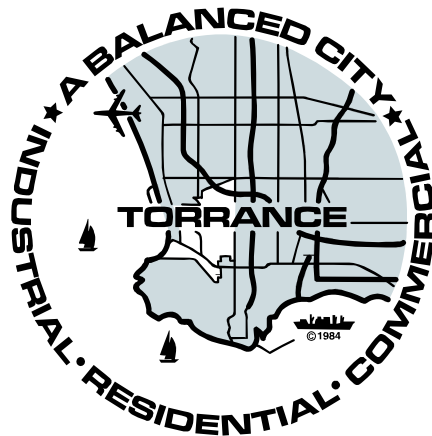


CITY OF TORRANCE

CITY COUNCIL RULES OF ORDER



Resolution 2006-65

Amended by

Resolution No. 2008-73, Resolution No. 2010-73,
Resolution No. 2013-11, Resolution No. 2017-76,
Resolution No. 2019-53, Resolution No. 2019-95,
Resolution No. 2020-18

April 7, 2020

EXHIBIT 1

| | |
|---|-------------------------------|
| CITY OF TORRANCE | Policy No. 2 |
| CITY COUNCIL POLICY | |
| <i>Adopted: May 21, 2019</i> | <i>Revised: April 7, 2020</i> |
| GENERAL SUBJECT: CITY COUNCIL RULES OF ORDER | |

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ARTICLE I — MEETINGS

SECTION 1.1 TIME OF MEETINGS

- a) Unless otherwise directed by a majority of the entire membership of the City Council, the Council shall meet regularly each Tuesday of the month for a closed session commencing at the hour of 5:30 p.m. with regular business commencing no earlier than 7:00 p.m. When the day for any regular meeting of the Council falls on a holiday, Christmas Eve, New Year's Eve, or on a statewide or municipal election day, such meeting shall be cancelled or held on another day, as determined by the City Council. The City Council may move closed session to the end of the meeting if it so chooses.
- b) In those months where a fifth Tuesday occurs, the Council may meet at its discretion. If such a meeting is required, it shall be at the hour of 5:30 p.m. for a closed session with regular business commencing no earlier than 7:00 p.m. unless otherwise noticed.
- c) If the closed session is not completed by the hour of 7:00 p.m., it may be continued to the end of the regular Council meeting or to such other time as the Council may determine.

SECTION 1.2 PLACE OF MEETINGS

All regular meetings of the City Council will be held in the Council Chambers of the City Hall, 3031 Torrance Boulevard or at any other place within the corporate limits of the City or in any other place as designated by the City Council in accordance with Section 714 of the City Charter.

The City Council may meet by teleconference as provided in Government Code Section 54953(b). Government Code Section 54953(b)(4) defines teleconference as a meeting of the City Council, where the members are in different locations, connected by electronic means through either audio, video, or both.

Further, the City Council may meet in accordance with any Executive Orders modifying or suspending provisions of the Brown Act issued by the Governor during a State of Emergency.

For meetings in the Council Chambers, all visitors will be directed to enter City Hall on the East side of the building through the sliding door. All other entrances will remain locked for entry. No oversized bags or backpacks will be allowed in the Council Chambers. All bags are subject to search.

SECTION 1.3 SPECIAL MEETINGS

Special meetings will be called and held in accordance with Section 713 of the City Charter and Government Code Section 54956.

Emergency meetings will be called and held in accordance with Government Code Section 54956.5.

SECTION 1.4 ADJOURNED MEETINGS

The City Council may adjourn any meeting to a time and place specified in the order of adjournment, in accordance with Sections 711 and 712 of the City Charter and Government Code section 54956.

SECTION 1.5 OPEN MEETINGS

All meetings of the City Council will be open to the public; however, the City Council may hold closed sessions as provided in the Ralph M. Brown Act and as otherwise permitted by law.

SECTION 1.6 RECESSES

Once each 2 hours, or as Council business permits, the council will recess for not more than 15 minutes.

SECTION 1.7 COUNCILMEMBER ABSENCES

Councilmembers must notify the Mayor, City Clerk, City Manager, and City Attorney if they will be absent from a City Council meeting or City Council Committee meeting. Torrance City Charter section 601 provides that an office of the City Council becomes vacant upon missing all meetings in a 60 day period. The City Council may grant excused absences, but the Members of the City Council are not required to request excused absences.

ARTICLE 2 — BUSINESS

SECTION 2.1 COMMUNICATIONS FROM THE PUBLIC

- a) All matters submitted by the public requesting action by the City Council will be delivered to the City Clerk and transmitted by the City Clerk to the City Manager.
- b) The City Manager will decide if any written matter requesting action by the City Council shall be submitted to the City Council. The City Manager will respond to such written matters within 30 days after receipt by the City Clerk, unless otherwise directed by the Council.

SECTION 2.2 COMPLAINTS

- a) Any complaint against the City Council, City management, or departmental operations which is intended to be acted upon by the City Council will be submitted in writing to the City Manager for evaluation by the appropriate department head prior to submission to the City Council.
- b) Any complaint made to the City Council at a Council meeting, unless it can be answered satisfactorily at such meeting, will be referred to the City Manager for processing and resubmitted to the Council as provided in subsection (b) of Section 2.1. If the complaint is made against the Mayor, a member of any City board or commission, a member of the City Council, the City Clerk, City Treasurer, City Manager or City Attorney personally, it will be processed as directed by the City Council.

SECTION 2.3 AGENDA

- a) All matters intended for action by the City Council, whether originating with the public or City officials, will be submitted to the Council on an agenda submitted by the City Manager and prepared by the City Clerk in the form as determined by the Council.
- b) The agenda will contain a description of other business of public interest to be transacted at the Council meeting sufficient to enable members of the general public to determine the general nature or subject matter of each agenda item so that they may seek further information on items of interest to them.

- c) Each agenda for regular meetings will provide under oral communication an opportunity for members of the public to directly address the City Council on items of interest to the public that are within the jurisdiction of the City Council.
- d) No action will be taken on any item not appearing on the agenda unless the action is otherwise authorized by subsection (b) of Section 54954.2 of the California Government Code (emergency items of a critical nature and those where the need arose subsequent to the agenda being posted).
- e) The City Clerk may prepare a supplementary agenda for a regular meeting consisting of items on which Council action is permissible by the provisions of subsection (b) of Section 54954.2. The supplementary agenda will be placed and posted in the Main Library in the same manner as the regular agenda as soon as practicable after being issued.
- f) The City Manager, or his designee, may withdraw any item from the City Council agenda at any time during the Council meeting.

SECTION 2.4 AVAILABILITY OF AGENDA

- a) At least 72 hours preceding a regular meeting of the City Council, the City Clerk will post a copy of the agenda on the Public Notice Board on the exterior of City Hall at 3031 Torrance Boulevard and will cause a copy of the agenda with supporting material to be delivered to each Member of the City Council.
- b) The City Clerk will cause a copy of the agenda (including supporting material) to be delivered to the Main Library where it will be available for public inspection at all times that the Main Library is open to the public.
- c) In the case of a special meeting of the City Council, the City Clerk will post a copy of the call and notice of the meeting on the Public Notice Board at least 24 hours prior to the special meeting and otherwise comply with the provisions of Government Code Section 54956.
- d) In the case of an emergency meeting of the City Council, the City Clerk will comply with the provisions of Government Code Section 54956.5.
- e) As soon as practicable following the opening of business on the Monday preceding a regular meeting of the City Council (or if Monday is a holiday, on the following Tuesday), the City Clerk will place a copy of the agenda with supporting material in the office of the City Clerk and in each Branch City Library for inspection by the public.
- f) On or before 5:00 p.m. on the Friday preceding a regular meeting of the City Council, or as soon thereafter as practicable, the City Clerk will deliver a copy of the agenda with supporting material to the City Manager and City Attorney, and will make available to or mail a copy thereof to each newspaper and radio station so requesting. In the event of a special meeting or adjourned regular meeting of the City Council, the City Clerk will perform such tasks as soon as practicable after the agenda is delivered to members of the Council.
- g) The City Clerk will provide agendas and supporting materials to interested persons and groups in accordance with rules to be determined from time to time by resolution of the City Council.

- h) The City Clerk, or the Clerk's designee who actually posted the agenda, will sign an affidavit of the time and place that the agenda was posted as required above. The City Clerk will report the posting of such affidavit to the City Council at the following Council meeting. Affidavits will be kept in the office of the City Clerk for public reference according to the Records Retention Schedule.

SECTION 2.5 ACTION ONLY ON AGENDA ITEM--EXCEPTIONS

- a) Except as provided in subsection b) below, no action or discussion will be taken by the City Council on any item not appearing on the posted agenda, except that members of the City Council may briefly respond to statements made or questions posed by, persons exercising their public testimony rights under Government Code Section 54954.3. In addition, on their own initiative, or in response to questions posed by the public, members of the City Council may ask a question for clarification, provide a reference to staff or other resources for factual information, or request staff to report back to the Council at a subsequent meeting concerning any matter. Furthermore, the City Council, may take action to direct staff to place a matter of business on a future agenda.
- b) The City Council may take action on any item not appearing on the agenda upon a determination by a two-thirds vote or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the City subsequent to the agenda being posted pursuant to Government Code Section 54954.2(b).

SECTION 2.6 THE MAYOR AS PRESIDING OFFICER

- a) The Mayor will take the chair at the hour appointed for the meeting and will call the City Council to order. In the absence of the Mayor, the Mayor Pro Tempore ("Mayor Pro Tem") will be the presiding officer of the Council. Upon the arrival of the Mayor, the Mayor Pro Tempore will relinquish the chair when the business immediately before the Council is concluded.

SECTION 2.7 ORDER OF BUSINESS

At the time set for the commencement of the meeting, the members of the Council, the City Clerk, the City Attorney and the City Manager, and such department heads as designated by the City Manager will take their regular stations in the Council Chambers and the business of the Council will be taken up for consideration and disposition in the following order, except as may otherwise be ordered by the Council:

- Call to order by Mayor
- Roll call of members by City Clerk
- Flag salute
- Invocation
- Report of City Clerk on posting of agenda.
- Motion to waive further readings
- Withdrawn or deferred items
- Announcements - Council Committee meetings & reports
- Community Matters
- Oral Communications #1 (Limited to 30 minutes)
- Consent Calendar - Approval of minutes of previous meetings
- Agenda items
- Agency Agendas
- Oral Communications #2 (Limited to 30 minutes)
- Adjournment

The Mayor or Mayor Pro Tem has the right to take items out of order as he deems necessary for the orderly conduct of the City Council meeting. Further, the Mayor with the consent of the City Council can combine Oral Communications #1 and #2 or remove one of the oral communications items from the agenda as long as the public has the right to comment prior to or during an item on the agenda in accordance with Government Code Section 54954.3(a).

SECTION 2.8 ROLL CALL

Before proceeding with the business of the Council, the City Clerk will call the roll of the members. The names of those present will be entered in the minutes.

SECTION 2.9 SUCCESSOR AGENCY

Unless otherwise directed by the City Council, or as soon as Council business can be disposed of, the City Council will take a recess without leaving their seats and meet as the Successor Agency to the former Redevelopment Agency of the City. As soon as the meeting of the Successor Agency to the former Redevelopment Agency adjourns, the City Council will reconvene as the City Council.

SECTION 2.10 READING OF MINUTES

Unless a member requests a reading of the minutes of a City Council meeting, such minutes may be approved without reading by majority vote if the City Clerk has previously furnished each member with a copy thereof. The signature of the Mayor, attested by the City Clerk will authenticate their approval.

SECTION 2.11 READING OF ORDINANCES AND RESOLUTIONS

The reading of all ordinances and resolutions on the agenda, following the assignment of a number and the reading of the title, may be waived by the passage of a blanket motion by the unanimous vote of the members present, but any ordinance or resolution will be read in regular order on request of any member.

SECTION 2.12 SPEAKERS UNDER ORAL COMMUNICATIONS

- a) Speakers under Oral Communications will be limited to 3 minutes each unless otherwise permitted by the Mayor.
- b) Under Oral Communications #1 (after Community Matters) a period of up to 30 minutes will be set aside for speakers.
- c) Speakers under Oral Communications #1 may not speak on any matter scheduled to be considered by Council as part of the meeting agenda.
- d) Those who wish to speak under Oral Communications #1 in the order in which the speaker cards are turned in.
- e) To the extent all pre-registered speakers have spoken and time remains within the 30 minute period, the Mayor or Mayor Pro Tem may open orals to members of the audience for the remainder of the period.
- f) Under Oral Communications #2 those not heard under Oral Communications #1 will be given priority by the Mayor to speak.
- g) Any other speakers under Oral Communications #2 need not register prior to the meeting but are asked to complete an optional speaker card to ensure correct spellings for the record.
- h) Speakers may speak only once under Oral Communications. If they speak under Oral Communications #1, then they may not speak under Oral Communications #2.
- i) Speakers cannot donate or concede any part of their allotted time to another speaker.

ARTICLE 3 — MOTIONS

SECTION 3.1 MAKING OF MOTIONS

When any subject is opened for consideration by the City Council, whether before or after debate thereon, a motion will be made by a member and seconded by a member. Where a motion is made and seconded, the Mayor or Mayor Pro Tem may rule the motion out of order if in violation of the rules of order. The mover, with the consent of the second, may withdraw or amend the motion at any time before a decision or amendment.

SECTION 3.2 AMENDMENT

Any motion may be amended with the consent of the maker and second.

SECTION 3.3. SECONDING MOTIONS

The following motions do not require a second: Questions of order, division of the question, and nominations.

SECTION 3.4 SUBSTITUTE MOTIONS

A substitute motion may be made to take the place of any motion on the floor. When a substitute motion has been made and seconded, it will be voted on ahead of the main motion. Only one substitute motion may be on the floor at any time.

SECTION 3.5 IMPROPER MOTIONS

No dilatory, absurd or frivolous motion will be considered. The Mayor or Mayor Pro Tem will decide which motions are improper, subject to the right to appeal to the City Council.

SECTION 3.6 MOTION TO RECONSIDER

- 1) A motion to reconsider any action taken by the Council may only be made by one of the council members who voted with the prevailing side or who was absent when the motion was voted on.
- 2) Tie votes are considered failed motions and may be reconsidered. Any council member may move to reconsider any action taken by the Council that resulted in a tie vote.
- 3) A motion to reconsider any action taken by the Council may only be made once at the meeting at which the matter was first considered, and once within the succeeding two meetings.
- 4) Any council member may second a motion to reconsider.

SECTION 3.7 CONSENT CALENDAR

When several items of Council business have been combined into a single agenda item, identified as a Consent Calendar, they will be heard as one item and one vote unless a member of the Council makes a request to consider an item or item separately.

All public comment on the Consent Calendar will be made prior to consideration of the Consent Calendar pursuant to Government Code Section 54954.3(a).

ARTICLE 4 — VOTING

SECTION 4.1 DISPOSITION BY MAYOR

Except where a vote is otherwise required, the Mayor or Mayor Pro Tem may order the disposition of matters coming before the City Council; provided, however, that if a member objects, a vote will be taken. Where a motion is made and seconded, unless a vote is required by law or desired by any member, the Mayor or Mayor Pro Tem may order the disposition of the matter in accordance with the motion. Such decision of the Mayor or Mayor Pro Tem will be deemed to be the action of the Council.

SECTION 4.2 RECORDING VOTES

When a vote on any matter is called for, the City Clerk will initiate a vote through the digital voting system. Each member who is present will click to designate their vote. The City Clerk will record the votes and announce those voting no or abstaining. On a tie vote, the motion is lost. In the event that the digital voting system is not functioning or the Council is meeting by teleconference or some other lawful electronic means the City Clerk will take a roll call vote. The vote shall be taken in alphabetical order with the Mayor voting last. The City Clerk will announce the result of the vote and then the Mayor will announce the next order of business.

SECTION 4.3 ABSTAINING FROM VOTING

When a roll call vote is being taken on a motion and a member declines to vote because of a disqualifying interest or for any other reason, the member's vote will not be counted in determining the passage of the motion and such member will be recorded as having abstained from voting.

SECTION 4.4 EXPLANATION OF VOTE

A member is allowed to briefly explain a vote before, during or after a vote.

SECTION 4.5 CHANGE OF VOTE.

A member will be allowed to change a vote only until the next item of business is announced by the Mayor. This rule may be suspended by a vote of two-thirds of the members present or upon compliance with the provisions of Section 3.6 (motion to reconsider).

SECTION 4.6 ROLL CALL VOTE

Any member may demand that a roll call vote be taken on a motion.

SECTION 4.7 DIVISION OF A QUESTION

On the demand of any member before the question is put, a question will be divided if it includes propositions so distinct in substance that one being taken away, a substantive proposition will remain.

SECTION 4.8 MAJORITY VOTE

All motions will be carried by a majority vote unless otherwise required by law. A majority of the members present, if a quorum, is a majority for the passage of motions.

NOTE:

- a) Section 715 of the City Charter provides that a majority of the Council (four members) constitutes a quorum for the transaction of business.

- b) Section 724 of the City Charter requires that all resolutions or orders for the payment of money be adopted by an affirmative vote of at least four members.
- c) Section 724 of the City Charter requires that all ordinances be passed by the vote of at least four members.
- d) Section 726 of the City Charter requires that all urgency ordinances be passed by a five-sevenths vote.
- e) Section 1300 of the City Charter requires that all amendments, deletions or replacements of the Civil Service ordinances be adopted by a five-sevenths vote.
- f) Section 2.5(b) of these Rules requires a two-thirds vote (or in some cases a unanimous vote) for the Council to take action on items not listed on the agenda, but where the need to take action arose subsequent to the agenda being posted (per Section 54954.2, California Government Code).

ARTICLE 5 — DEBATE

SECTION 5.1 DEBATABLE MOTIONS

- a) When a matter is before the City Council, the Mayor or Mayor Pro Tem may call for debate or comment before or after a motion has been made and seconded.
- b) All motions to adopt ordinances, resolutions, reports, communications and all amendments proposed to them, and all other motions, except as otherwise provided herein, may be debated or commented upon before action is taken on them, unless the Council by a two-thirds vote of the members present decides to dispose of them without debate.
- c) The following motions are undebatable: Limit, close or extend debate, the previous question, object to consideration of a question.

SECTION 5.2 RULES OF DEBATE

- a) Every member will have the right to speak at least once on each item.
- b) Every member desiring to speak will address the Mayor or Mayor Pro Tem and, upon recognition by the Mayor or Mayor Pro Tem, may speak.
- c) The speaker will confine comments to the question under debate, avoiding all personalities and indecorous language.
- d) A member, once recognized, will not be interrupted when speaking unless called to order, in which case the member will cease speaking until the question of order is determined.
- e) A member may not make a second speech on the same question as long as any member who has not spoken desires the floor.

SECTION 5.3 LIMITING AND EXTENDING DEBATE

Subject to the provisions of subsection (a) of Section 5.2., debate and comment may be limited or extended upon the passage of a motion by a vote of the City Council. A motion to limit or extend debate is undebatable.

SECTION 5.4 THE PREVIOUS QUESTION

Subject to the provisions of subsection (a) of Section 5.2, debate and comment may be closed and the City Council brought at once to a vote on the pending question by a vote on a motion for the previous question. The motion for the previous question is undebatable.

ARTICLE 6 — PUBLIC COMMENT

SECTION 6.1 RIGHT TO COMMENT

- a) The public will be given an opportunity to speak on each item of business that appears on the agenda of the City Council for Council action in open meeting, subject, however, to the other provisions of these Rules of Order.
- b) Under the agenda item designation of Oral Communications, any member of the public may address the City Council on items of interest to the public that are within the subject matter jurisdiction of the Council; provided however, that no action will be taken on any item not appearing on the agenda unless the action is otherwise authorized by the California Government Code.

SECTION 6.2 ADDRESSING THE COUNCIL

- a) No person will address the City Council without first securing the permission of the Mayor; provided, however, that permission shall not be refused except for good cause.
- b) No person shall approach the podium or the dais or the public microphone without permission of the Mayor or Mayor Pro Tem.
- c) When recognized by the Mayor, speakers may approach the podium or public microphone and speak only from the podium or public microphone.
- d) The City Clerk will first swear speakers as may be required or when so directed by the Mayor or Mayor Pro Tem.
- e) After a hearing is closed or the Council makes a substantive motion, no person will address the Council without first securing permission from the Mayor or Mayor Pro Tem.

SECTION 6.3 MANNER OF ADDRESSING COUNCIL

All remarks will be addressed to the Council as a body, and not to any member thereof. No person other than a member of the Council and the person having the floor will be permitted to enter into the discussion without the permission of the Mayor. No question shall be asked of a member of the Council except with the consent of, and through, the Mayor or Mayor Pro Tem.

SECTION 6.4 ALLOTTED TIME

- a) In the interest of facilitating the City Council's conduct of the City's business, the following time limits apply to members of the public (speakers) who wish to address the City Council:
 - 1) Oral Communications: 3 minutes per speaker
 - 2) Consent: Each speaker is allotted 3 minutes total on the entire Consent Calendar.
 - 3) Administrative Matters: 3 minutes per agenda item per speaker

- 4) Any other matter on the agenda: 3 minutes per agenda item per speaker
- 5) Public Hearings: 3 minutes per agenda item per speaker. But, the Mayor or Mayor Pro Tem will announce how much time a representative of the proponent and a representative of the opponent will receive at the outset of the hearing.
- b) The Mayor, or Mayor Pro Tem, and the City Clerk will utilize the timing system, which provides speakers with notice of their remaining time to complete their comments. A countdown display of the allotted time will appear and will turn red at the end of the allotted time.
- c) Speakers cannot donate or concede any part of their allotted time to another speaker.
- d) Speakers cannot accept time from another speaker's unused allotted time.
- e) Speakers can only speak once per agenda item.
- f) Speakers that have not submitted a speaker card must wait to speak until all those who have submitted a speaker card have been called
- g) 3 minutes will be the maximum time that is allotted to each speaker, except a member of the Council, unless the Mayor or Mayor Pro Tem extends the time. Unless otherwise ordered by the City Council, the Mayor may limit the number of speakers where, in his or her opinion, the facts or arguments advocated are cumulative in nature. Unless otherwise ordered by the City Council, the Mayor may limit the aggregate time of hearing or discussion on an agenda item. When there are a large number of speakers, the Mayor or Mayor Pro Tem may reduce the allotted time per speaker on an agenda item.

SECTION 6.5 RELEVANCY

Speakers will confine their remarks to those that are relevant to the subject of the hearing. Attacks against the character or motives of any person will be out of order. The Mayor or Mayor Pro Tem, subject to appeal to the Council, will be the judge of relevancy and whether character or motives are being impugned.

SECTION 6.6 INTERRUPTIONS

With the consent of the Mayor or Mayor Pro Tem, Council members may interrupt a speaker at any time to ask questions or make comments in order to clarify the discussion. The speaker does not have the right to reclaim any time due to questions or comments from the City Council.

SECTION 6.7 DECORUM

- a) All persons will observe civility, decorum, and good behavior so that the City Council can conduct its business in an orderly manner and allow members of the public to participate in the City Council meeting. The City Council encourages citizen participation and expression of all points of view.
- b) No person will engage in conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of the City Council meeting. Examples of conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of the City Council meeting includes, but is not limited to:
 - 1) Addressing the City Council without first being recognized.

- 2) Approaching the podium or the dais or the public microphone without the permission of the Mayor or Mayor Pro Tem.
- 3) Persisting in addressing a subject or subject, other than the subject before the City Council.
- 4) Repetitiously addressing the same subject.
- 5) Refusing to abide by speaker time limits.
- 6) Failing to leave the podium or public microphone when directed to do so.
- 7) Speaking out of turn, which means speaking when another person's name has been called to address the City Council.
- 8) Interrupting or attempting to interrupt a speaker, the Mayor or Mayor Pro Tem, a City Council Member, the City Clerk, and/or a staff member from inside the Council Chambers, Council meeting room, audience viewing or listening room, or in the hallways and foyer outside the Council Chambers, Council meeting room, or audience viewing or listening room.
- 9) Shouting or attempting to shout over a speaker, the Mayor or Mayor Pro Tem, a City Council Member, the City Clerk, or a staff member from inside the Council Chambers, Council meeting room, audience viewing or listening room, or in the hallways and foyer outside the Council Chambers, Council meeting room, or audience viewing or listening room.
- 10) Feet-stamping, clapping, whistling, booing, or making other noises to interrupt a speaker, the Mayor or Mayor Pro Tem, a City Council Member, the City Clerk, and/or a staff member from inside the Council Chambers, Council meeting room, audience viewing or listening room, or in the hallways and foyer outside the Council Chambers, Council meeting room, or audience viewing or listening room.
- 11) Using air horns, bells, drums, or other items to interrupt a speaker, the Mayor, a City Council Member, the City Clerk, or a staff member from inside the Council Chambers, Council meeting room, audience viewing or listening room, or in the hallways and foyer outside the Council Chambers, Council meeting room, or audience viewing or listening room.
- 12) Banging, slamming, launching, propelling, or throwing objects inside the Council Chambers, Council meeting room, audience viewing or listening room, or in the hallways and foyer outside the Council Chambers, Council meeting room, or audience viewing or listening room.
- 13) Interfering with other attendees' ability to participate or address the City Council.
- 14) Displaying a sign, object, or symbolic material in violation of Section 11.4.
- 15) Refusing to heed the Mayor's or Mayor Pro Tem's call for order.

- 16) Failing to cease and desist disturbing, disrupting, or otherwise impeding the orderly conduct of the City Council meeting when requested to do so by the Mayor or Mayor Pro Tem.
 - 17) Entering a Nonpublic Area of the Council Chambers or Council meeting room or the hallways and foyer outside the Council Chambers or Council meeting room without the permission of the Mayor or Mayor Pro Tem.
 - 18) Failure to leave the City Council Chambers, Council meeting room, audience viewing or listening room, or the hallways and foyer outside the Council Chambers, Council meeting room, audience viewing or listening room upon being ejected by the Mayor or Mayor Pro Tem for violation of the City Council Rules of Order.
 - 19) Failure to leave the hallways and foyer outside the Council Chambers or Council meeting room upon being ejected by the Mayor or Mayor Pro Tem for violation of the City Council Rules of Order.
 - 20) Failure to clear the City Council Chambers or Council meeting room upon order of the Mayor or Mayor Pro Tem pursuant to Government Code section 54957.9.
 - 21) Incitement to commit unlawful or disturbing acts or disrupt proceedings.
 - 22) Standing on a seat, seat back, or armrest of a seat.
 - 23) Re-entering the Council Chambers, Council meeting room, audience viewing or listening room or the hallways and foyers outside the Council Chambers, Council meeting room or audience viewing or listening room upon being ejected by the Mayor or Mayor Pro Tem for violation of the City Council Rules of Order.
- c) All persons attending a City Council Meeting will obey any lawful order of the Mayor to enforce the Rules of Order.
 - d) Nothing in this Section or the Rules of Order will be construed to prohibit public criticism of the policies, procedures, programs, or services of the City or of the acts or omissions of the city Council.

SECTION 6.8 ENFORCEMENT OF DECORUM

- a) The Police Chief, or such member or members of the police department as may be designated, will be sergeant-at-arms of the Council meetings. They will carry out all orders and instructions given by the Mayor or Mayor Pro Tem for the purpose of maintaining order and decorum at the Council meetings. Upon instruction of the Mayor or Mayor Pro Tem, it shall be the duty of the sergeant-at-arms to eject or place under arrest any person who violates the order and decorum of the meeting.
- b) Procedure for Enforcement of Decorum
 - 1) The Mayor or Mayor Pro Tem will warn the person who is violating the Rules of Order that they are out of order and to cease the conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of the City Council meeting

- 2) If the person does not cease the conduct immediately, the Mayor or Mayor Pro Tem may order the person to leave the City Council meeting
 - 3) If the person does not leave the City Council meeting, the Mayor or Mayor Pro Tem may order the sergeant-at-arms to remove the person
 - 4) If the disturbance is caused by a group, the Mayor or Mayor Pro Tem may order the Council Chambers or Council meeting room cleared pursuant to Government Code section 54957.9 and continue in session pursuant to the requirements of that section.
 - 5) In addition to proceeding under subsection (4) of this Section, the Mayor or Mayor Pro Tem may order the audience viewing or listening room, and the hallways and foyer outside the Council Chambers, the Council meeting room and audience viewing or listening room cleared and any video conference, telephonic conference or conference by any electronic means ended..
 - 6) The Mayor and the City Council also may choose to adjourn the City Council meeting
 - 7) The Mayor or Mayor Pro Tem is not required to follow subsections (1) through (5) in any particular order. The Mayor or Mayor Pro Tem may proceed in any manner that he deems fit to stop the disruption, disturbance, or activity that is otherwise impeding the orderly conduct of the City Council Meeting so that the City Council may continue to conduct its business in an orderly manner and allow the public to participate.
- c) Any person who violates the City Council Rules of Order and having been ordered by the Mayor or Mayor Pro Tem to leave the City Council Chambers, the Council meeting room, the audience viewing or listening room, may not reenter the City Council Chambers, the Council meeting room, the audience viewing or listening room or the hallways and foyer outside the Council Chambers, the Council meeting room or the audience viewing and listening room, or participate in a City Council meeting by video conference, teleconference or any other electronic means for the remainder of that meeting and the next 3 council meetings.
- d) Any person who violates the City Council Rules of Order may be subject to arrest for violation of the Torrance Municipal Code, the California Penal Code, or any other applicable local, state, or federal law.

ARTICLE 7 — HEARINGS

SECTION 7.1 SCOPE OF RULES

- a) The rules set forth in this Article will govern all zoning hearings before the City Council. Such hearings will include, but not be limited to, hearings for changes of zone, variances, conditional use permits, adoptions or changes in master plans, street vacations and appeals from decisions of the Planning Commission for which hearings are required.
- b) Unless otherwise directed by the City Council or otherwise provided by law, the rules set forth in this Article will also govern other hearings before the Council.

SECTION 7.2 STAFF REPORT

The recommendations of the Planning Commission or other Commission or Board, together with any staff report and recommendation, will be filed with the City Clerk for public inspection prior to the hearing, will be a matter of public record, and will be included in the record of the hearing.

SECTION 7.3 CALLING FOR HEARING

- a) When the hearing is reached on the agenda, the Mayor will announce that it is the time and place for holding the hearing, briefly identify the location of the subject property and describe the subject matter of the hearing.
- b) A matter set for hearing may be withdrawn, continued or referred to a committee or commission by the Council at any time before, during or after a hearing.

SECTION 7.4 STAFF PRESENTATION

At the request of the City Council, the City Manager or members of his staff or other employees of the City will make an oral report to the Council at the commencement of the hearing explaining or supplementing the written staff report.

SECTION 7.5 ORDER OF APPEARANCE

Following the staff presentation, unless otherwise directed by the City Council, the order of appearance will be as follows:

- 1) The party who has the burden of proof;
- 2) The party opposing;
- 3) With permission of the Mayor or Mayor Pro Tem, the party who has the burden of proof in answer to the opponents.

SECTION 7.6 CROSS EXAMINATION

Subject to the provisions of Section 7.7, with permission of the Mayor or Mayor Pro Tem, the party bearing the burden of proof, the property owner, neighboring property owners or other persons having an interest in the proceedings may cross-examine through the Mayor or Mayor Pro Tem any person who has testified in the proceedings.

SECTION 7.7 NEW MATTER

Except in zoning hearings as defined in Section 7.1, if the hearing is an appeal from a decision of the License Review Board, the Administrative Hearing Board, the Civil Service Commission in disciplinary proceedings or from the decision of any other commission, board or officer which has made a record of its proceedings and findings in support of its decision, the decision of the City Council will be based on the record before such commission, board or officer. Except with permission of the City Council for good cause shown, no new oral or written testimony or other evidence or material may be presented to the City Council.

SECTION 7.8 ACTION BY THE COUNCIL

- a) At the close of testimony and comment from the public (if permitted by Section 7.7), the Council may close the hearing, continue the hearing, refer the matter to a committee or commission, or take other action it deems reasonable.
- b) After the hearing is closed, the Council may debate and decide the issue before it.

SECTION 7.9 RECORD OF HEARING

The City Clerk will make a permanent written record of the hearing, which will include the motions made by the members, the vote thereon and a digest of the testimony and comments given at the hearing.

ARTICLE 8 — POINTS OF ORDER

SECTION 8.1 GENERALLY

Any member may raise a point of order (procedure). The Mayor or Mayor Pro Tem will decide all questions of order; provided, however, that any two members will have the right to appeal his decision, in which case the question shall be decided by a majority of the members present. The Mayor, Mayor Pro Tem or any other member may request advice of the City Attorney thereon.

SECTION 8.2 SUSPENSION OF RULES

Any provision of this Chapter, except the provisions of Section 1.1, Articles 9 and Sections 10.2 and 10.3 of Article 10, may be suspended by a two-thirds vote of the members present.

SECTION 8.3 ORDER OF SPEAKING UNDER ORAL COMMUNICATIONS

Councilmembers shall speak under Oral Communications #2 by alphabetical rotation each meeting with the Mayor or Mayor Pro Tem speaking last. The City Clerk will monitor/maintain the order for each meeting and place the continuing order on each agenda for the benefit of the members and the public.

ARTICLE 9 — COMMITTEES

SECTION 9.1 STANDING COMMITTEES

The standing committees of the City Council shall be as follows:

- 1) Citizen Development and Enrichment: Has jurisdiction over matters related to library services, parks, recreation, cultural enrichment programs, educational systems and school district liaison, community relations, senior citizen and youth programs, and employment opportunities.
- 2) Community Planning and Design: Has jurisdiction over General Plan review and implementation, redevelopment, zoning and land use matters and environmental matters relating thereto.
- 3) Employee Relations and Public Safety: Has jurisdiction over matters related to Civil Service methods of employment, affirmative action goals and employer/employee relations, including wages, hours, and working conditions of City employees. Also has jurisdiction over crime prevention and law enforcement, fire protection and rescue, fire prevention and suppression, building safety and code enforcement, oil safety matters, solid waste collection and disposal, street trees and maintenance thereof, street cleaning, and animal control.
- 4) Finance and Governmental Operations: Has jurisdiction over matters related to accounting, auditing, budget procedures, disbursement of City funds, franchises, licensing, alternative revenue and taxation matters, capital improvements, and efficiency of municipal operations.
- 5) Transportation: Has jurisdiction over matters related to air and ground transportation systems, street circulation and environmental consequences thereof.

- 6) Strategic Plan: Has jurisdiction over policy matters related to the Strategic Plan implementation and accomplishments, and oversight of Plan updates as defined in the adopted Strategic Plan.

SECTION 9.2 SELECTION OF COMMITTEE CHAIRMEN

Each member, other than the Mayor, will be the Chairman of a standing committee. The members will choose their memberships in the following order:

- 1) Each member, in order of seniority, will select one committee on which the member will serve as chair.
- 2) Each member, in reverse order of seniority, will select a second committee on which to serve.
- 3) Each member, in order of seniority, will select a third committee on which to serve.

SECTION 9.3 AD HOC COMMITTEES

The Mayor may form ad hoc committees at his or her pleasure or at the pleasure of the Council. The Mayor will designate the Chairman of each ad hoc committee, unless otherwise ordered by the Council.

SECTION 9.4 SPECIAL STANDING COMMITTEES

The Armed Forces Committee is a Special Standing Committee with members to be appointed by the Mayor.

SECTION 9.5 COMMITTEE MEETINGS

- a) Each committee will hold a meeting upon the call of either its chairman or two members of the committee.
- b) All Committee meetings will be publicly announced at the City Council meeting prior to the Committee meeting.
- c) All Committee meetings must be posted 72 hours prior to the meeting to comply with Government Code section 54954.2.

SECTION 9.6 MAYOR AS PERMANENT VOTING ALTERNATE MEMBER OF EACH STANDING COMMITTEE OF THE CITY COUNCIL

The Mayor is designated as the permanent voting alternate member of each standing committee of the City Council established in Section 9.1. In the absence of any member of a standing committee, the Mayor may participate in the calling of a committee meeting or in the actual meeting.

ARTICLE 10 — MAYOR PRO TEMPORE

SECTION 10.1 SELECTION

Each member, other than the Mayor, shall serve a term of appointment as Mayor Pro Tempore in order of seniority. No member will serve for a second term until every other member has served one term.

SECTION 10.2 TERM OF APPOINTMENT

The term of appointment of the Mayor Pro Tempore will be 6 months commencing on January 1 or July 1 after the first meeting of the City Council after each City Council reorganization and every 6 months thereafter.

SECTION 10.3 SENIORITY

The length of service in office will determine seniority of members for the purposes of Articles 9 and 10. Where two or more members are first elected or appointed at the same time, precedence will be allocated based on the total number of votes that a member received at such election or appointment, the member receiving the greatest number of votes having the most seniority.

SECTION 10.4 MAYOR PRO TEMPORE DUTIES; SELECTION OF ALTERNATE

When the Mayor is out of the city or unable to act because of disability, the Mayor Pro Tempore will exercise the same powers, authority, and duties as the Mayor. In the event of the absence of both the Mayor and Mayor Pro Tempore, the City Council Member with the greatest seniority, as determined by Section 10.3, on the Seniority List kept by the City Clerk will be the Alternate Mayor Pro Tempore to serve until the return of the Mayor or Mayor Pro Tempore.

ARTICLE 11 – COUNCIL CHAMBERS

SECTION 11.1 CAPACITY

The maximum occupancy of the Council Chambers, Council meeting room, or audience viewing or listening room is limited to the seating capacity of those rooms pursuant to the Fire Code. All attendees must remain seated unless going to or from the podium to speak or when entering or leaving the Council Chambers, Council meeting room, or audience viewing or seating room. No standing is permitted in the aisles of, at the back of or at the front of, the Council Chambers, Council meeting room, or audience viewing or listening room. No standing is permitted in front of any exit door. Sitting on the floor is not permitted. The City Manager, or the City Manager's designee, may make arrangements for overflow seating in anticipation of audience attendance beyond the anticipated capacity of the Council Chambers, Council meeting room, or audience viewing or listening room.

SECTION 11.2 PUBLIC AREAS AND NONPUBLIC AREAS

- a) All attendees must remain in the public areas of the City Council Chambers, Council meeting room, or audience viewing or listening room unless given permission by the Mayor or Mayor Pro Tem to enter a nonpublic Area.
- b) Nonpublic areas of the Council Chambers are:
 - 1) The Council Dais including the staff seating area and all areas beyond the stairs and railing.
 - 2) The hallways on the east side and west side of the Council Chambers.
 - 3) Any area of Council Chambers, Council meeting room, or audience viewing or listening room that has been marked as Staff Only or Nonpublic Area.
 - 4) Any area of the hallways and the foyer outside the Council Chambers, Council meeting room, and audience viewing or listening room that has been marked as "Staff Only" or nonpublic area.
- c) Public Areas of the Council Chambers are defined as the public seating area of the Council Chambers.

SECTION 11.3 BAG SEARCH

All bags, purses, briefcases, backpacks, or similar belongings may be subject to search for weapons and other dangerous materials prior to entry and re-entry into the Council Chambers, Council meeting room, or audience viewing or listening room. If a member of the public does not want a bag to be searched, the member of the public will not bring the bag into the Council Chambers. The City of Torrance is not responsible for any items left outside the Council Chambers, the Council meeting room, audience viewing or listening room, on City property, or in personal vehicles.

SECTION 11.4 SIGNS, OBJECTS, OR SYMBOLIC MATERIAL

- a) Signs, objects, and symbolic materials, such as signs, placards, banners, props, or similar items, will be allowed in public meetings with the following restrictions:
 - 1) No objects larger than 8 ½ inches by 11 inches
 - 2) No sticks, posts, poles, or other such items will be attached to the signs, objects, or other symbolic materials
 - 3) The signs, objects, and symbolic materials cannot create a building maintenance problem or a fire or safety hazard
- b) Persons with signs, objects, or symbolic material must remain seated when displaying them.
- c) Persons with signs, objects, or symbolic materials must not raise the items above shoulder level, obstruct the view of other attendees, obstruct the passage of other attendees, or otherwise disrupt, disturb, or impede the City Council meeting.
- d) Signs, objects, or symbolic materials that are deemed dangerous or a threat to attendees at the meeting or the facility infrastructure are not allowed. City staff is authorized to remove items and/or individuals from the Council Chambers, Council meeting room, audience viewing or listening room, or the hallways and foyer outside the Council Chambers, Council meeting room, or audience viewing or listening room if they are deemed dangerous or a threat exists.

SECTION 11.5 NO FOOD OR DRINK

No food or drink is allowed in the Council Chambers, Council meeting room or audience viewing or listening room.

ARTICLE 12 – SEVERABILITY

SECTION 12.1 SEVERABILITY

If any section, subsection, sentence, clause, phrase or portion of the City Council Rules of Order is for any reason deemed or held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision will not affect the validity of the remaining portions of these City Council Rules of Order. The City Council of the City of Torrance hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase or portion thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases or other portions might subsequently be declared invalid or unconstitutional.