



Attachment A

Law and Regulation Committee Purpose and Meeting Procedures June 2012

The Law and Regulation Committee is a standing, advisory committee of the City Council with review and recommendation authority. Its purpose is to provide a forum to introduce, discuss and more thoroughly analyze selected proposed state and federal legislation, policies and regulations that have the potential to impact City departments, the community and the region. The Law and Regulation Committee allows for an intermediary opportunity between staff review and consideration at a full City Council meeting to address issues that meet the criteria of the Legislative Platform that was developed and approved by the full Council and that might not regularly warrant the time and consideration of the entire Council, but still warrant a level of Council awareness, and to evaluate whether particular issues should be reviewed by the entire Council.

The following guidelines will provide standardized procedures for conducting Law and Regulation Committee meetings. These meeting procedures are intended for the use of the Committee, City staff, and general public.

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MEETING PROCEDURES OF THE CITY OF ROSEVILLE
CITY COUNCIL'S LAW AND REGULATION COMMITTEE

I. PURPOSE AND RESPONSIBILITIES

A. Purpose of the Law and Regulation Committee

The Law and Regulation Committee (Committee) is a standing, advisory committee of the City Council with review and recommendation authority. Its purpose is to provide a forum to introduce, discuss and more thoroughly analyze selected proposed state and federal legislation, policies and regulations that have the potential to impact City departments, the community and the region. The Committee allows for an intermediary opportunity between staff review and consideration at a full City Council meeting to address issues that might not regularly warrant the time and consideration of the entire Council, but still warrant a level of Council awareness and to evaluate whether particular issues should be reviewed by the entire Council. The Committee provides a forum for the public to discuss issues and concerns regarding legislation, regulations and policies that may impact the City and/or region.

B. Responsibilities of the Law and Regulation Committee

1. The Committee shall consist of two (2) Council members and an alternate appointed by the City Council.
2. The Committee will request, consider and evaluate legislation and regulations brought before the Committee. The Committee can make recommendations to the full City Council on those items; provide input to staff regarding concerns about the effects a specific piece of legislation or regulation might have on the community; request additional information from staff regarding legislation and regulations.

C. Role of Staff to the Law and Regulation Committee

Staff to the Committee, as determined by the City Manager or his designee, recommends and assists in the implementation of the goals, objectives, and policies of the City as they relate to the City's adopted Legislative Platform.

D. Responsibilities of Staff to the Law and Regulation Committee

1. Staff provides administrative support to the Committee and coordinates with committee members and city departments to answer questions regarding the Committee process and to ensure agenda items are effectively coordinated.
2. Staff manages the Committee Legislation Log (Attachment B) used to keep track and schedule all committee agenda item requests. The Log provides an overview of items to be heard by the Committee and historical Committee knowledge regarding items heard before the Committee. The Log ensures effective coordination of items being added to the agenda. The Log also ensures that items heard by the Committee have a final recommendation.
3. Staff manages the Agenda for the Committee.
4. Staff manages the Meeting Summary Report for the Committee. The Meeting Summary (Attachment C) is provided to the full City Council to provide a summary of the agenda items discussed and any recommendations made at each Committee meeting.
5. Staff provides information to the Committee regarding progress and status of legislation and regulations heard by the Committee.

II. MEETINGS

A. Regular Meetings

Regular meetings of the Committee shall be at 5:30 p.m. on the second Wednesday of each month the committee is scheduled to meet (January, March, April, May, June, and August). If a regular meeting date falls on a legal holiday for the City of Roseville, the meeting shall be canceled. The staff liaison will consult with the Chair to determine if a special/additional meeting is needed and schedule one accordingly.

B. Meeting Place

All regular meetings shall, if practicable, be held in the City Council chambers. If the meeting is to occur elsewhere, notice of such alternative meeting place shall be made in accordance with law.

C. Special Meetings

Special meetings may be called by the City Manager or designee at the request of the Chair.

D. Adjourned Meetings

The Committee may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. A copy of the order or notice of adjournment shall be posted in accordance with law.

E. Quorum

1. Defined

The quorum shall be based on the majority number of Committee members that are active and in good standing (has not resigned, forfeited office, or been removed from office). For a Committee of two a quorum shall be two (2) Committee members present and qualified to act and transact business at Committee meetings.

2. Lack of Quorum

- a. In the absence of a quorum not known prior to a scheduled meeting, the Presiding Officer shall adjourn the meeting or postpone any business to a later time, provided that twenty (20) minutes shall have elapsed after the hour set for such meeting.
- b. If the staff liaison is aware of a lack of a quorum prior to the meeting, a notice shall be posted at the entrance to the meeting place, stating that the meeting has been canceled and continued to a date certain due to a lack of a quorum.

III. CHAIR

A. Defined

The Chair is the Presiding Officer of the meeting. In the absence of the Chair, the Vice Chair shall be the Presiding Officer of the meeting. Upon the arrival of the Chair, the Vice Chair shall relinquish the chair immediately upon the conclusion of the item of business before the Committee.

B. Election

The Chair, Vice Chair and an alternate shall be appointed by the City Council with no limitations on the number of consecutive years

the Chair or Vice Chair may serve, provided they are current members of the City Council and the Committee.

C. Duties

The Presiding Officer shall preside and preserve order at all meetings of the Committee.

D. Authority

The Presiding Officer shall decide all questions of order without debate, subject, however, to advice from the City Attorney.

IV. ORDER OF BUSINESS

A. Regular Meetings

The order of business at all regular meetings of the Committee will be substantially as follows:

1. ROLL CALL
2. ORAL COMMUNICATION (Public Comment)
3. PRESENTATIONS/WORKSHOPS
4. REPORTS/COMMENTS/COMMITTEE/STAFF
5. ADJOURNMENT

B. Change of Order

The order of business herein prescribed may be changed at any time by the Presiding Officer or by consensus of the Committee.

V. CONDUCT OF BUSINESS

A. Agendas

Agendas shall be managed by the City Manager or his designee and then prepared by the City Clerk's Office or designee, and shall consist of items requiring consideration by the Committee. In addition, an item may be listed on a future agenda if requested by the Chair or by the other member of the Committee, provided such item is within the jurisdiction of the Committee. The City Manager or his designee has final authority regarding assignment of items on the agenda.

B. Session

The Presiding Officer shall, at the appointed hour, immediately call the Committee to order.

C. Roll Call

The roll of the members shall be called by the Presiding Officer and shall be entered in the minutes.

D. Reading of Minutes

The minutes shall be listed on an agenda for Committee approval at the next regularly scheduled Committee meeting and copies of the approved minutes will be forwarded to the City Council.

E. Oral Communications

"Oral Communications" is intended to allow the public to address the Committee on matters not listed on the agenda. The Committee shall not engage in debate regarding, or take any action on, any matter not on the agenda except to refer the matter to staff or to determine that the matter should be included on a future agenda.

F. Presentations/Reports/Workshops

1. Order of Presentation

The order of presentation shall be:

Opening of the item by Presiding Officer
Presentation by staff
Comments by public
Committee discussion
Committee action

2. Committee Comments and Questions

a. The Committee may ask questions of staff or any member of the public who testifies prior to the close of the hearing. Committee members should refrain, to the greatest extent possible, from asking questions of the public after the hearing has been closed.

b. Committee members should not express opinions on the matter before them or indicate the manner in which they intend

to vote, until after the Presiding Officer has closed the public hearing and Committee discussion has begun.

- c. In order to facilitate Committee discussion and the asking of questions, the Presiding Officer may temporarily close a hearing and allow additional testimony prior to formal closing. The Presiding Officer shall formally close the hearing prior to any motion being made, and shall take care to note whether a hearing is closed on a temporary or formal basis.

4. Reopening Hearing

After a hearing has been formally closed but prior to Committee action on the item, the hearing may be reopened to receive additional testimony only after public notice in accordance with law.

G. Reports/Comments/Committee/Staff

1. Requests for Information

The Committee may request information from staff to the extent that it relates to state or federal legislation that has the potential to impact city departments, the community or it directly relates to an agenda item.

H. Motion to Adjourn

A motion to adjourn shall not be debatable. It shall be in order at any time, except as follows:

1. When repeated without intervening business or discussion.
2. When made as an interruption of a member while speaking.
3. When the previous question has been ordered.
4. While a vote is being taken.

A motion to adjourn "to another time" is debatable only as to the time to which the meeting is adjourned. Once adjourned, the meeting may not be reconvened.

I. Standards of Decorum

1. While the Committee is in session, the Presiding Officer must preserve order and decorum. No individual present shall, either by

conversation or otherwise, delay or interrupt the proceedings or the peace of the Committee or disturb any member while speaking or refuse to obey the orders of the Committee or its Presiding Officer. The Presiding Officer shall ensure order and decorum.

2. Any person making personal, impertinent or slanderous remarks or who shall become boisterous while addressing the Committee, shall be forthwith, by the Presiding Officer, barred from further audience before the Committee during that meeting, unless permission to continue is granted by consensus of the Committee. In the event of a delay, interruption or disturbance, the Presiding Officer may impose a brief recess, or with the consent of the Committee continue the item or continue the meeting.

J. Manner of Addressing Committee

1. Public Comment

Persons addressing the Committee will be asked to provide their name. All remarks should be addressed to the Committee as a body and not to any Committee member or staff. No person, other than a member of the Committee and the person having the floor, shall be permitted to enter into any discussion without the permission of the Presiding Officer.

2. Oral Communications

For items not specifically listed on the agenda, a person shall be limited to five (5) minutes, unless such time is extended by the Presiding Officer.

3. Spokesperson for Group of Persons

Whenever any group of persons wishes to address the Committee on the same subject matter, it shall be proper for the Presiding Officer to request that a spokesperson be chosen by the group to address the Committee and, in case additional matters are to be presented at the time by any member of said group, to limit the number of persons addressing the Committee, so as to avoid unnecessary repetitions before the Committee. The Presiding Officer may set a time limit for each side of the issue or individual comments.

4. Presentation Material

Any material to be presented to the Committee should be submitted to the Public Affairs and Communications Department at least 24 hours in advance of the meeting. Any audio, video graphic or similar electronically communicated material must be submitted to the Public Affairs and Communications Department for staff review at least 72 hours in advance of the meeting with a label noting the contact person and daytime telephone number. Audio, video graphic or similar electronically communicated material may be presented to the Committee at the discretion of the Chair. Any material, including but not limited to, audio or video recordings, sides and photographs presented to the Committee are part of the public record and will be kept by the Public Affairs and Communications Department in accordance with the applicable record retention schedule.

VI. OFFICIAL RECORD

A. Preparation of Minutes

The minutes of the Committee shall be kept by the City Clerk's Office and shall be printed and kept in a permanent binder, with a record of each action taken. The staff liaison shall be required to make a record only of actions of the Committee, and shall not be required to record remarks of Committee members, or of any other person except at the special request of a member of the Committee, provided further, that a record shall be made of the names of persons (when provided) addressing the Committee, the subject matter to which their remarks related and whether they spoke in support of or in opposition to such matter.

VII. VOTING

A. Majority Vote

Except where provided by law, all business requiring approval of the Committee shall be carried by a majority vote of all Committee persons who are present and qualified to act. No business requiring approval of the Committee shall be carried by the affirmative vote of less than two (2) Committee members. In the event a motion on an item fails to obtain a majority vote or results in a tie vote, then no action has occurred and the item, at the discretion of the Presiding Officer, shall require another motion, be continued, or referred to the City Council without recommendation. The number of motions that may be made on an item shall be at the discretion of the Presiding Officer. Once a motion has been made and seconded, discussion should be limited to clarification on the motion only.

B. Abstention

An abstention shall be where a Committee person, although qualified to vote on a motion chooses not to register his or her vote, and instead casts no vote whatsoever. An abstention will be deemed a "yes" vote on the motion then pending. However, when a member, pursuant to section IX(C)(1) Conflict of Interest casts no vote, the lack of a vote by that member shall not be considered an abstention under this section.

C. Conflict of Interest

1. Participation Prohibited

No Committee person shall make, participate in making or in any way attempt to use his or her official position to influence a decision on any issue when prohibited from so doing by the Political Reform Act of 1974, as amended (Government Code Section 87100 et seq.). A Committee person shall, when the item is called, declare that a Conflict of Interest exists, state what the Conflict of Interest is, and shall disqualify and remove himself or herself from the dais during the discussion. The Committee member's removal shall be noted on the record by the Presiding Officer, who shall also note the member's return when the item is concluded. When a committee member has a conflict and cannot vote on an agenda item the item will be forwarded to the full City Council without recommendation.

2. Majority Vote

Failure of a member of the Committee to vote when prohibited from doing so by the Political Reform Act of 1974 as amended shall not be considered for purposes of determining a majority vote.

VIII. SUSPENSION OF PREEMPTED MEETING PROCEDURE(S)

In the event there is a conflict between any of these procedures and preemptive law, the Presiding Officer may, subject to the advice of the City Attorney, suspend the conflicting meeting procedure(s).