

**ITEM 4 ATTACHMENT B
RESOLUTION NO. 2022-1769**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CALABASAS, CALIFORNIA, SETTING FORTH POLICIES
AND PROCEDURES FOR COMMISSION MEETINGS.**

WHEREAS, it is essential to any public agency to establish standards and procedures to define roles and responsibilities of the governing board, staff and volunteers in the operation of the organization; and

WHEREAS, the City Council of the City of Calabasas deeply appreciates the contribution of residents who serve on City commissions; and

WHEREAS, the City Council values the time and participation of concerned residents who attend commission meetings; and

WHEREAS, establishment of commission meeting policies and procedures will promote understanding of roles and responsibilities and encourage effective meeting management; and

WHEREAS, the City Council desires to set forth procedures and general policy guidelines that will apply in the conduct of all commission meetings.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CALABASAS,
DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:**

1. At the discretion of the Chair, commission meetings may start as early as 4:00 p.m., with the exception of the Planning Commission's, whose meetings may not start earlier than 6:00 p.m. Commission meetings shall end no later than 10:00 p.m., except by the discretion of the Chair. Breaks during meetings should be no longer than 15 minutes. If the Permit Streamlining Act or other law will cause the City to lose discretion to approve or disapprove a land use or other permit application if action is not taken by a deadline which would otherwise pass, a Commission may grant an exemption to this policy for a particular matter.
2. All meeting agendas shall specify the time allotted for each item of discussion or consideration. If an agenda item exceeds the allotted time, the Chair will call for a vote to continue the item to the next scheduled meeting.
3. During the meetings, the Chair shall announce each new agenda item as it is being discussed in order to assist audience members and viewers in following the meeting and assure that items are marked for archiving

purposes. Also, the Brown Act prohibits commission members from discussing items that are not on the agenda. In order for the audio to be recorded properly and for other commissioners, the audience members and television viewers to hear what is said, commissioners shall speak clearly and directly into their microphone.

4. Public comment shall be limited to no more than three (3) minutes per person. At the discretion of the Chair, the public comment on an agenda item can be further limited so as to reasonably conform to the time allotted in the agenda to that item. In such cases, the Chair will make a determination of how much time to allocate for public comment and divide the available time among those wishing to speak. Alternatively, on rare occasions, the Chair may take a greater amount of public comment and continue the item to a following meeting if the time allotted to that item on the agenda is expended.
5. Commissioners are discouraged from engaging in debates, extended communication or discussion with members of the public or other speakers.
6. Consultants, presenters, and members of the audience should be directed to speak at the public podium, or use the handheld microphone; otherwise, they will neither be heard by the television audience nor taped for the record. During remote or hybrid meetings, commissioners, consultants, presenters, and members of the audience should be directed to speak into their computers, telephones, or connecting devices; otherwise commissioners and members of the public will not be able to hear their comments.
7. Commission members are expected, to the greatest extent possible, to read staff reports and address questions to staff prior to Commission meetings. In this way, meetings can focus on Commissioners resolving issues, making decisions, taking public comment, questioning applicants, or conducting discussions among themselves on the matter at hand.
8. Commission members are expected to undertake their duties as directed in the Calabasas Municipal Code and to refrain from expanding their areas of focus to matters that are the purview of staff or other Commissions. Commission members are not to direct staff to undertake work. Commission members may request staff to consider an item, but if staff elects not to conduct the work activity suggested, the Commission's recourse is to recommend to the City Council that an item be agendaized for Council consideration.
9. This policy exists for the benefit of the City, its Commissions, and its deliberative processes. It does not create actionable rights in any third party

and no action or inaction of the City may be challenged in a court of law due to any alleged or actual violation of this policy.

The City Clerk shall certify to the adoption of this resolution and shall cause the same to be processed in the manner required by law.

PASSED, APPROVED AND ADOPTED this 23rd day of March 2022.

Mary Sue Maurer, Mayor

ATTEST:

Maricela Hernandez, City Clerk
Master Municipal Clerk
California Professional Municipal Clerk

APPROVED AS TO FORM:

Matthew T. Summers
Colantuono, Highsmith & Whatley
City Attorney