



# **Civil Service Commission**

**Meeting Management  
Protocols & The Brown Act**

**November 13, 2025**



# Council Policy 055

- Summer 2025 – Council adopted Policy 055 – “Council Meeting Procedures and Protocols” – Applies to Boards & Commissions as well
- Robert’s Rules → Rosenberg’s Rules
  - More appropriate for local government use
  - Streamlined and easier to understand



# Agenda Item Process

- Process for each agenda item:
  1. Mayor introduces the item.<sup>1</sup>
  2. Staff provides any comments, information, or reports, as appropriate.
  3. Questions from Councilmembers of City staff<sup>2</sup>.
  4. Staff responses to questions.
  5. Public testimony (in accordance with policies set forth below).<sup>3</sup>
  6. Councilmembers engage in deliberations and then take action (in accordance with the procedures and protocols set forth below).



# Policy Highlights

- Time limits: agendized items = 2 minutes; non-agendized items = 3 minutes (“Public Presentations” on agenda)
- Disruptive or unruly behavior not allowed
- Duty to maintain an open mind
- No motion should be taken until after public comment is sought/received
- Recusals and abstentions – changes the definition of “quorum”



# Senate Bill 707 - Highlights

- Makes important changes to the Brown Act, going into effect January 2026
  - Social media restrictions are permanent
  - Remote participation by a Commissioner may be allowed as a disability accommodation
  - Internet disruption requires “pause” of meeting
  - Updates to teleconferencing rules for “subsidiary bodies”
  - Updates to translation rules (for City Council)