

City of Sacramento
Arts, Culture, and Creative Economy Commission
Report
915 I Street Sacramento, CA 95814
www.cityofsacramento.org

File ID: 2026-00406

2/9/2026

City of Sacramento Board, Commission, and Committee Orientation [Oral Report]

File ID: 2026-00406

Location: Citywide

Recommendation: Review, comment, and provide direction.

Contact: Mindy Cuppy, City Clerk, (916) 808-5442, mcuppy@cityofsacramento.org, Office of the City Clerk

Presenter: Mindy Cuppy, City Clerk, (916) 808-5442, mcuppy@cityofsacramento.org, Office of the City Clerk; Ryan Meyerhoff, Senior Deputy City Attorney, (916) 808-5346, rmeyerhoff@cityofsacramento.org, Office of the City Attorney

Attachments:

- 1-Description/Analysis
- 2-Board, Commission, and Committee Orientation
- 3-Commissioner Handbook
- 4-Guide to Meeting Facilitation

Description/Analysis

Issue Detail: The Office of the City Clerk has created an orientation program for new commissioners, handbook, guide to meeting facilitation, video highlighting our program, and orientation video. These Commissioner Resources can be found here: <https://www.cityofsacramento.gov/clerk/meetings-and-agendas/legislative-bodies/boards-and-commissions>.

As this commission has quite a few new commissioners, staff asked that the orientation presentation be presented to the whole commission.

Our Boards and Commissions webpages can be found here: <https://boards.cityofsacramento.org/>

Policy Considerations: Not applicable.

Economic Impacts: Not applicable.

Environmental Considerations: California Environmental Quality Act (CEQA): The proposed action is not a project under CEQA because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines §15378(b)(5)).

Sustainability: Not applicable.

Commission/Committee Action: Not applicable.

Rationale for Recommendation: Not applicable.

Financial Considerations: Not applicable.

Local Business Enterprise (LBE): Not applicable.



Board, Commission, and Committee Orientation

Welcome City Council Appointees

- Welcome and Introductions
- Board, Commission, and Committee Handbook
- Sacramento City Code Chapter 2.40 – Boards and Commission Generally
- Ralph M. Brown Act
- Parliamentary Procedure / Rosenberg's Rules of Order
- Council Rules of Procedure
- Public Records Act
- Political Reform Act / Conflicts
- Scope of Your Commission

Requirements Upon Appointment

- Board, Commission, and Committee Handbook
- Oath of Office
- Local Ethics Training
- Statement of Economic Interests (FPPC Form 700)
- Conflict of Interest Disqualifications (aka Recusal)
- Disqualification or Removal

Commission Functions / Authority

The primary role of a City commission is to increase public input and participation in the determination of City policies and operating procedures. The specific role of many commissions is to review and make recommendations to City staff and/or the City Council on matters within its scope of authority and responsibility.

Types of Commissions:

- Quasi-Judicial
- Advisory to Staff and/or Council
- Complaint Review
- Appeal Board

Commitment

As an appointed representative of the City, appointees are expected to maintain an impeccable level of personal integrity and responsible conduct.

This is imperative to an appointee's success, reputation, and effectiveness.

- Attend meetings
- Notify of absences
- Avoid unlawful meetings

Sacramento Ethics Commission

The purpose of the Sacramento Ethics Commission is to review and consider complaints against elected and appointed city officials.

The commission has the power and duty to review, investigate, and consider complaints alleging violations of:

- Section 35 of the Sacramento City Charter (“Limitation on future employment”);
- Chapter 1.20 (“Code of Fair Campaign Practices”);
- Chapter 2.13 (“Campaign Contribution Limitations”) and chapter 2.14 (“Campaign Spending Limits and Public Campaign Financing”), if the city has not contracted with the Fair Political Practices Commission for enforcement of those chapters;
- Chapter 2.15 (“Lobbyist and Reporting Code”);
- Chapter 2.16 (“Conflict of Interest”);
- Chapter 4.02 (“Code of Ethics”);
- Chapter 4.04 (“Sunshine Ordinance”); and
- Chapter 3 (“Conduct of Members”) and Rule 6.E (“Closed Sessions”) of the Council Rules of Procedure.



Sacramento City Code Chapter 2.40

Boards and Commission Generally

Chapter 2.40

Boards and Commissions Generally

It is the intent of the city council, in enacting the ordinance codified in this article, to assure that appointees for positions on the city council, and city boards and commissions possess those high ethical standards required of them to properly fulfill their functions; to disclose any conflicts of interest which would render applicants and appointees ineffective in the performance of their duties, or which would jeopardize the interests of the city; and to protect applicants and appointees against untrue allegations with respect to their background and integrity.

Ralph M. Brown Act (Open Meetings)

Public bodies exist to aid in the conduct of the people's business and should conduct deliberation and take action publicly. All meetings of legislative bodies shall be open and public; all persons shall be permitted to attend any meeting of the legislative body.

Brown Act – Meetings, continued

Meeting does not include the following so long as no commission business is discussed or transacted:

- Conferences
- Community meetings
- Meetings of other legislative bodies, e.g., City Council
- Social or ceremonial events
- Informal gatherings

Default Approach:

- Regardless of the kind of gathering, avoid discussion of anything the public could construe as decision-making outside of a properly noticed meeting

Brown Act – Meetings, continued



Brown Act – Notices and Agendas

- Regular meeting agenda must be posted 72 hours (Brown Act) in advance. The City's Sunshine Ordinance extends that deadline to 120 hours in advance.
- In a location accessible to the public
- Meeting time, place, and brief description of each business item
- Commission cannot take action on items not on the agenda
- Appointees may briefly respond to, but not take action on any non-agenda item questions

UPCOMING MEETINGS		
Name	Date	
Law and Legislation Committee	Jan 4, 2022 - 01:00 PM	Agenda
Budget and Audit Committee	Jan 4, 2022 - 03:00 PM	Agenda
5PM City Council	Jan 4, 2022 - 05:00 PM	Agenda
Sacramento Disabilities Advisory Commission	Jan 5, 2022 - 06:00 PM	Agenda
CANCELLED - Sacramento Heritage, Inc. Board of Directors	Jan 6, 2022 - 12:00 PM	Agenda
Parks and Com...		

Brown Act

Public's Place on the Agenda

- Every agenda must allow for public comment on any item within body's jurisdiction
- Members of the public have the opportunity to speak on an item before it is voted on
- Cannot prohibit criticism
- Body can set time limit for speakers and the Chair has the authority to limit or extend time limits as long as it is consistently applied
- eComments

The image shows a screenshot of a website's "UPCOMING MEETINGS" section. It lists a meeting for "2PM City Council (Closed Session Begins @ 1:00 p.m.)" on "Oct 12, 2021 - 02:00 PM". There are links for "Agenda" and "eComment". To the right, a "Consent Calendar" section is visible, featuring a list item "1. City Clerk's Log of Councilmember Pending Requests File ID: 2021-01085" with a link "Item 01 - City Clerk's Log of Councilmember Pending Requests (PDF-887 KB)". Below this, there is a "Comment" section with a "1 Comment" link and a "View Comment" button.

Brown Act – Violations

- Demand to Cure and Correct (aggrieved says fix it)
- Voluntary Resolution (agency corrects proactively)
- Civil Court Action (individual and/or agency is sued)
 - Invalidate the action
 - Prevent future action
 - Costs and attorney's fees
- Criminal Penalties
 - Found guilty of misdemeanor
 - Fines and/or jail time
 - Disqualification from holding office
 - Contract voided

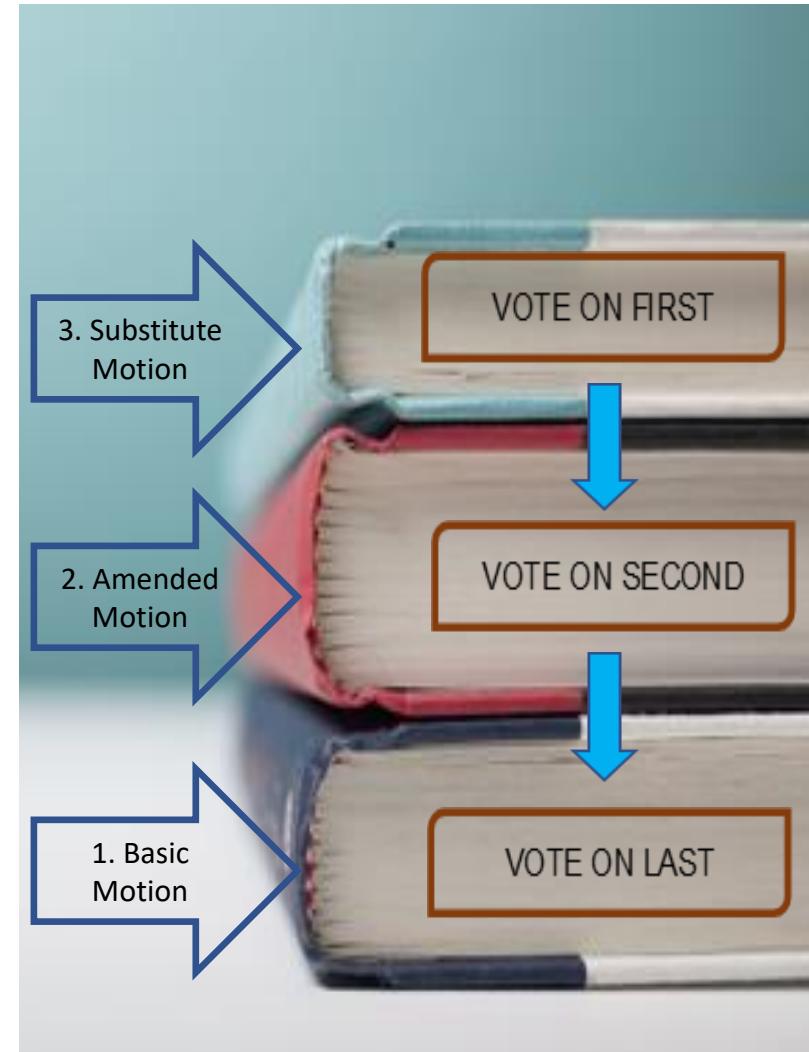


Parliamentary Procedure

Rosenberg's Rules of Order

Parliamentary (Meeting) Procedures

- Quorum
- Role of Chair
 - Order of Discussion
- Three Big Three Motions
 - The basic motion (and second)
 - The motion to amend
 - The substitute motion
- Virtual Meetings



Voting on Motions

- Simple majority - More than half (50% rounded up to the next whole number)
- Set number – important for attendance
- Majority of members present and eligible/qualified to vote
 - Commission of 7 = Quorum is 4
 - 7 are present = Votes needed for passage is 4
 - 4 are present = Votes needed for passage is 3
- Yes or No
- Abstention (no position = no vote)
- Recusal (financial conflict) - Treated as an absence
- Tie vote = Motion denied

Hearing all Voices

- Rules create efficient, fair, and participative meetings
- One person at a time should speak
- Debate and discussion focused on item
- Time to speak may be limited in interest of time
- Don't interrupt



Council Rules of Procedure

City of
SACRAMENTO
Office of the City Clerk

Council Rules of Procedure

- Duties and Conduct of Members and Staff
- Conduct of the Public
- Meeting Agendas
- Conduct of Meeting
- Requests for Future Agenda Items (Comments - Ideas and Questions)



Public Records Act

City of
SACRAMENTO
Office of the City Clerk

Purpose of the Public Records Act

- Commitment to open government
- Provides access to information on the conduct of the people's business
- Provides a fundamental and necessary right to the people
- Gives the public access to information that enables them to monitor the function of their government
- What does this mean to you as a council appointee?
 - Commission records (aka writings) are public, are subject to inspection, must be retained and accessible, and made promptly available to the public on request
 - The law applies to you

What is a Public Record?

- Any document (aka “writing”) created by the Mayor, Councilmembers, Council Appointees, or Staff that is about the conduct of City business.
 - Agenda
 - Agenda report
 - Speaker slips
 - Paper document; spreadsheet; database
 - Email; text message; voice mail message
- Exceptions: transitory communications and copies



Political Reform Act

Conflicts

Political Reform Act

- The Political Reform Act prohibits appointees from making, participating, or attempting to influence the making of any City decision if appointee knows or has reason to know or it is **reasonably foreseeable** that a decision will have a material financial effect on the appointee, or a appointee's family member, that is distinguishable from the effect on the public generally.
- Statement of Economic Interest – Fair Political Practices Commission (FPPC) Form 700

I Have a Conflict, Now What?

- **If conflict confirmed**
 - Disqualify yourself (aka RECUSAL) from the specific item
 - State conflict openly for record
 - Physically exit the meeting room until item concluded
- **If conflict is perceived**
 - Consider excusing yourself voluntarily
 - May refrain from participating, and “abstain” from voting on specific item
 - Ask City Attorney’s Office in advance of meeting for proper course of action

A photograph showing the back of a person in a dark suit, white shirt, and tie. Their right hand is raised, palm facing forward, as if taking an oath. A gold ring is on their ring finger, and a black leather strap watch is on their wrist. The background is blurred, showing rows of wooden courtroom seating.

Board, Commission, or Committee Scope

Scope of Your Legislative Body

**[https://
boards.
cityofsacramento.
org/](https://boards.cityofsacramento.org/)**

Title 2 ADMINISTRATION AND PERSONNEL	
<u>Expand List</u>	
Chapter 2.04 ADMINISTRATIVE SERVICES GENERALLY	
Chapter 2.08 CITY OFFICERS AND EMPLOYEES GENERALLY	
Chapter 2.12 ARREST AND CITATION AUTHORITY	
Chapter 2.13 CAMPAIGN CONTRIBUTION LIMITATIONS	
Chapter 2.14 CAMPAIGN SPENDING LIMITS AND PUBLIC CAMPAIGN FINANCING	
Chapter 2.15 THE CITY OF SACRAMENTO LOBBYIST REGISTRATION AND REPORTING CODE	
Chapter 2.16 CONFLICT OF INTEREST	
Chapter 2.18 OFFICE OF THE CITY AUDITOR	
Chapter 2.20 POLICE DEPARTMENT	
Chapter 2.22 OFFICE OF PUBLIC SAFETY ACCOUNTABILITY	
Chapter 2.24 FIRE DEPARTMENT	
Chapter 2.28 DEPARTMENT OF COMMUNITY SERVICES	
Chapter 2.32 DEPARTMENT OF FINANCE	
Chapter 2.40 BOARDS AND COMMISSION GENERALLY	
Chapter 2.48 CONSTRUCTION CODE BOARD OF APPEALS	
Chapter 2.53 DISABILITIES ADVISORY COMMISSION	
Chapter 2.56 SACRAMENTO RELOCATION APPEALS BOARD	
Chapter 2.58 PRESERVATION COMMISSION	
Chapter 2.60 PLANNING AND DESIGN COMMISSION	
Chapter 2.62 PARKS AND COMMUNITY ENRICHMENT COMMISSION	

Resources

- City of Sacramento Board, Commission, and Committee Handbook

X. Training and Resources for Ethical, Open, Public, and Transparent Government

Below are some additional resources that will assist you in your role as a commission member:

Open and Public: The Ralph M. Brown Act

<https://www.calcities.org/UploadedFiles/LeagueInternet/0d/0dd433d2-29c5-410c-af4f-418e247e7af3.pdf>

Rosenberg's Rules of Order: Parliamentary Procedure

<https://www.calcities.org/UploadedFiles/LeagueInternet/77/77d4ee2b-c0bc-4ec2-881b-42ccdbbe73c9.pdf>

The People's Business – Public Records Act

https://www.calcities.org/docs/default-source/advocacy/the-people's-business-2017.pdf?sfvrsn=6671a8ea_1

State Mandated Local Ethics Training

<https://localethics.fppc.ca.gov/login.aspx>

City Board Commission Details (Formation Document)

<http://www.qcode.us/codes/sacramento/>

Council Rules of Procedures

https://www.cityofsacramento.org/-/media/Corporate/Files/City-Clerk/Policy/2020_Council_Rules_of_Procedure.pdf?la=en

The Political Reform Act

<https://www.fppc.ca.gov/the-law.html>

Conflict of Interest Prohibited (City Code 2.16.100)

http://www.qcode.us/codes/sacramento/view.php?topic=2-2_16-iii&showAll=1&frames=on

City Organizational Chart

<https://www.cityofsacramento.org/-/media/Corporate/Files/CMO/Resources/CoSOrganizationChart.pdf?la=en>

Ad-Hoc Committees

- Formed by the chair during a public meeting, who will also appoint its members.
 - Cannot have more than a quorum of the commission as members
 - Must have a limited purpose, focusing on a specific task or issue
 - May exist for no more than one year
 - Cannot have a meeting schedule fixed by the commission
 - Members cannot discuss ad-hoc business with commission members who are not on the ad-hoc, except at a public meeting
 - The ad-hoc cannot speak for the commission, only advise it
 - When the ad-hoc's business is concluded, or when it expires, it must provide a summary and dissolution report to the commission
- See the Administrative Policy for Ad-Hoc Committees for more details



Thank You!

commissions
@cityofsacramento.org

916.808.7200

City of
SACRAMENTO
Office of the City Clerk



Board, Commission, and Committee Handbook

City of
SACRAMENTO
Office of the City Clerk

915 I Street, Sacramento, CA 95814 • clerk@cityofsacramento.org • (916) 808-7200

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I. Introduction

Welcome

The City of Sacramento is pleased to welcome you as a new board, commission, or committee member. As an appointee you are considered a public official serving in an advisory (or quasi-judicial) capacity to the City Council. Your appointment is reflective of the City Council's confidence in your ability and judgment to provide meaningful input on the workings of local government in the City of Sacramento. In this role you are a critical part of the communication process between citizens and the City Council as you assist in addressing important community issues and needs.

A listing of all Boards, Commissions, and Committees can be found here: <https://boards.cityofsacramento.org/>. Throughout this handbook the word "commission" will be used to denote all Boards, Commissions, and Committees.

This role requires you to be open to new ideas and information, patient, understanding, dedicated, and enthusiastic in making your decisions and recommendations. It also requires that you carefully weigh the long- and short-term impacts of the decisions and recommendations you make for their impact on the community as a whole.

Please remember you are serving the public in your role. Your commission's public meeting may be the only one a citizen ever attends. Your ability to be an ambassador for the City and demonstrate that all meetings are conducted openly and fairly will go far in assuring the citizenry of the integrity of our local governance.

This handbook is intended to be an informational source and guide in your role as a council appointee. It contains guidelines for the role, requirements, authority, and responsibility you personally undertake as an appointee. If you have questions about this handbook or your role, please ask the City Clerk's Office for clarification.

Citizen Participation: Sacramento's system of commissions provides a way for residents who have special experience or interests to participate in the City's decision-making process by advising City staff and the City Council on numerous issues. The system provides the opportunity to interact creatively with people of all ages, interests, and backgrounds. Democracy can be realized when citizens are able to come together across neighborhood and economic lines to assist in making the community decisions that will shape all of their lives. It is important that you ensure that wide variety of viewpoints from the community are considered when making recommendations.

City Government: In 1920, Sacramento city voters adopted a City Charter (municipal constitution) and a Council-Manager form of government, which is still being used today.

The City Council consists of a Mayor, elected by all City voters, and eight Councilmembers, elected to represent separate districts in the City. Each Councilmember is required to live in the district they represent. The Mayor and Councilmembers serve four-year terms and elections are staggered.

The Council establishes city policies, ordinances, and land uses; approves the City's annual budget, contracts, hears appeals of decisions made by city staff or quasi-judicial commissions, appoints citizens to commissions, and appoints the city's five Charter Officers: City Manager, City Attorney, City Treasurer, City Clerk, City Auditor. The Director of the Office of Public Safety Accountability also

reports directly to the City Council. Councilmembers serve on several joint powers authorities and on standing committees, which include Budget and Audit, Law and Legislation, Personnel and Public Employees, and Water.

The other half of the governmental structure is the City Manager who is the chief executive officer of the City. The City Manager provides the leadership and direction for the operation and management of City departments and is responsible for the enforcement of all laws and ordinances; coordination of all municipal programs and services; makes recommendations to the Mayor and City Council as appropriate concerning the operation, annual budget, and future needs of the City.

II. Commission Membership

Applying: All applicants are required to apply electronically using the City's online commission application system available at: <https://boards.cityofsacramento.org/>. If a candidate requires special assistance to apply for a position or complete the application, contact the Office of the City Clerk at 916 808-7200 or clerk@cityofsacramento.org.

Interviews: After the application deadline, City staff will review the applications to ensure all applicants meet the seat qualifications. Applications of qualified candidates will be forwarded to the nominating authority. Those positions nominated by the Personnel and Public Employees Committee (P&PE) will be invited to interview at a public meeting. At the P&PE Committee applicants are typically given two minutes to interview and while interviews are not required for appointment, applicants are strongly encouraged to participate. Commission positions that are nominated by councilmembers and/or the mayor are reviewed by the nominating authority which could include an interview.

Nomination and Appointment: Commission positions that are nominated for appointment by councilmembers, the mayor, or by P&PE are forwarded to the Mayor who will review and may the City Clerk to prepare a staff report for consideration of appointment by the full City Council.

Term of Office: Term lengths typically are four years, although there are some terms as short as two years and some as long as six years. At the end of each term, the incumbent is required to reapply for a new term. The term length for each seat is fixed. Therefore, if a seat is vacated before the end of the term, the new member is appointed to serve the remainder of the unexpired term.

Term Limits: Term limits restrict the service on most commissions to two full consecutive terms. When a seat is vacated prior to the term's end, an appointment is made to fill the remaining term duration. When a member is appointed with less than 75% of the full term remaining, the time served will be considered a partial term. A member appointed to a partial term is eligible to then serve two full consecutive terms. The term status for each member is indicated on the roster located on the City's commission webpage. At the end of a term, if still eligible, the seated member may continue (but is not required) to serve until reappointed or replaced.

Term Staggering: All commissions have staggered terms to avoid replacing all members at one time. Generally, a portion of a commission's membership expires on a set date, with the remaining expiring a year or more later. This method keeps informed member seated and allows the commission to function with a level of continuity and institutional knowledge as members are replaced.

Term Expiration: For seats nominated for appointment by Councilmembers, the term expiration of the seats run concurrent with the Councilmember's term. This allows newly elected Councilmembers the opportunity to appoint members at the beginning of their tenure in office.

Resignation: If a member wishes to resign, a resignation shall be provided in writing to the Office of the City Clerk (clerk@cityofsacramento.org), appointing Councilmember if applicable, and the commission's assigned departmental coordinator. An email will suffice for written notice. The date of the resignation (or email) shall be considered the last date of service unless a specific date is expressly noted in the resignation.

Disqualification or Removal: The [Sacramento City Charter](#) and [Sacramento City Code](#) permits the disqualification and/or removal for good cause. Reasons for good cause may include, but are not limited to, complying with all laws or requirements relating to the member's office (including provisions of any resolution, ordinance, or local, state or federal law), three consecutive absences of regular meetings, failure to complete mandatory training, or failure to file a Statement of Economic Interests (FPPC Form 700).

III. Requirements Upon Appointment

Once appointed, the Office of the City Clerk will provide new members with a letter confirming appointment, and the initial appointment requirements. Several of these requirements have annual or biennial updates and continue through the duration of the member's term. It is critical that the requirements be completed in a timely manner and by all applicable deadlines. Failure to meet these deadlines can result in disqualification and/or removal from the commission.

Oath of Office: Every appointed official is required to complete an oath of office upon initial appointment and re-appointment. The Office of the City Clerk will provide the form with the appointment letter. An appointed person may not attend and sit as a commission member at the meeting until a completed oath is on file with the Office of the City Clerk.

Local Ethics Training: Every appointed official is required to complete two hours of state mandated local ethics training within the first year of taking office, from an approved training provider. Commission members are also required to re-certify every two years thereafter. The Office of the City Clerk will provide members with a website link where the training course may be taken.

Sexual Harassment Training: Every appointed official is required to complete two hours of sexual harassment training under the City's ethics code, from an approved training provider. Members are also required to re-certify every two years thereafter. The Office of the City Clerk will provide members with a web site link where the training course may be taken.

Statement of Economic Interests (FPPC Form 700): Many of the City's commissions, based on their authorities, have a requirement to file a Statement of Economic Interests. This statement is also known as a conflict-of-interest form, or Form 700 and is used to disclose certain personal financial holdings of the commission member. The statements are publicly available for review to ensure decision making on an agenda item does not result in a financial benefit to the member. The Office of the City Clerk will provide notice of the filing requirement and a website link where the form shall be prepared and filed. One of the most common issues people encounter is whether it is permissible to accept gifts while serving on a commission. The basic rule is that if you are required to file a Statement of Economic

Interests you may not accept gifts from any single source totaling more than \$520 (2021) in a calendar year and gifts over \$50 must be reported on your Form 700. Further clarification can be found on the FPPC website: <https://www.fppc.ca.gov/>.

Conflict of Interest Disqualification (aka Recusal): In accordance with Government Code and City Code, local government officials are prohibited from making or participating in the making of decisions, or attempting to use their official position, to influence a governmental decision in which they have a financial interest. When a financial conflict is realized, the member shall state the conflict at the start of the agenda item and physically exit the meeting room until the item is completed. The member is considered absent for quorum purposes. The member may not sit in the audience during the discussion.

Commission Handbook: All members are required to read this handbook when being newly appointed and re-appointed to a commission seat.

Training on Legal Requirements: All members are required to participate in City provided instruction on the legal requirement of serving as an appointed official. The Office of the City Clerk, City Attorney, department staff coordinators, or others will provide the training. Topics may include The Brown Act, Rosenberg's Rules of Order, the Public Records Act, and the Political Reform Act. This is generally done on an annual basis at a commission meeting.

IV. Commission Functions

Commission activities are varied and fall into several functional categories. Any particular commission may belong to more than one category with most commissions being advisory. Commissions may be formed by ordinance, vote of the people (charter), or state statute.

Quasi-Judicial: A few commissions have the authority to make binding decisions which require or restrict the action of individuals. The Planning and Design Commission is one example.

Advisory to Staff and/ or Council: Most commissions advise City Staff and/or City Council concerning policies and programs within the jurisdiction of the commission's formation document.

Complaint Review: The Sacramento Ethics Commission reviews and considers complaints against elected and appointed City officials.

Appeal Board: The City has a few boards that have been created to hear appeals. One example is the Housing Code Advisory and Appeals Board.

V. Commission Authority

The primary role of a City commission is to increase public input and participation in the determination of City policies and operating procedures. The specific role of many commissions is to review and make recommendations to City staff and/or the City Council on matters within its scope of authority and responsibility. This is accomplished under the direction, collaboration, and coordination of City department staff.

Appointees are encouraged to express their views on the issues under their purview, but do not have authority to become involved in administrative or operational matters associated with running City departments. Commission members may not direct staff to initiate programs, conduct studies or undertake research, or establish department policy unless expressly identified as a responsibility in the commission's formation document. A commission members, chair, or vice chair may not act speak on behalf of the commission unless formally given that authority by the full commission.

Understanding a commission's scope of authority will help avoid misunderstandings in your role. It is recommended that you fully understand your role and commitment as a commission member prior to applying to serve on a commission.

VI. Recommendations to Council

Most commissions report annually to the City Council regarding the activities of the commission and may make recommendations regarding the subjects under its purview.

VII. Responsible Conduct

As an appointed representative of the City, commission members are expected to maintain an impeccable level of personal integrity and responsible conduct. The City Council has adopted [Council Rules of Procedure](#) which also apply to City commissioners.

VIII. Sacramento Ethics Commission

The purpose of the [Sacramento Ethics Commission](#) is to review and consider complaints against elected and appointed city officials.

The commission's authority extends only to city elected officials, candidates for city elected office, independent expenditure committees, members of boards and commissions, the City Manager, the City Clerk, the City Attorney, the City Treasurer, the City Auditor, and the Director of the Office of Public Safety Accountability. Therefore, they could consider complaints against you so it is critical that you understand this code sections that you are expected to adhere to.

The commission has the power and duty to review, investigate, and consider complaints alleging violations of:

- [Section 35](#) of the Sacramento City Charter ("Limitation on future employment");
- Chapter [1.20](#) ("Code of Fair Campaign Practices");
- Chapter [2.13](#) ("Campaign Contribution Limitations") and chapter [2.14](#) ("Campaign Spending Limits and Public Campaign Financing"), if the city has not contracted with the Fair Political Practices Commission for enforcement of those chapters;
- Chapter [2.15](#) ("Lobbyist Registration and Reporting Code");
- Chapter [2.16](#) ("Conflict of Interest");
- Chapter [4.02](#) ("Code of Ethics");
- Chapter [4.04](#) ("Sunshine Ordinance"); and
- Chapter 3 ("Conduct of Members") and Rule 6.E ("Closed Sessions") of the [Council Rules of Procedure](#).

IX. Meeting Policies and Procedures

The following is presented generally so that members are aware of the policies and procedures that are standard across all commissions. Details specific to your commission will be provided by the Office of the City Clerk in your orientation.

Staff Support: Various City staff are assigned to provide support services to commissions including training; legal guidance; noticing meetings; preparing meeting agendas, preparation of staff reports, preparing meeting minutes; staffing public meetings; tracking attendance; paying stipends (when applicable); and providing information and updates of department programs and activities. City staff who typically work with commissions include the department staff coordinator, department managers, department subject matter experts, and staff from the Offices of the City Clerk and City Attorney.

Frequency of Meetings: Meetings are held in accordance with an annually adopted calendar or as city staff determines is needed to accomplish the business of the commission.

Attendance: Meeting attendance is essential to the efficiency of a commission as it establishes a quorum of the membership and permits the commission to conduct business. Regular and continued attendance allows a commission to progress without the added burden of bringing tardy or absent members up to speed. Lack of attendance of three consecutive regular meetings is considered good cause under City Code to remove a member. Per [Sacramento City Code](#), failure of any member to attend a meeting called pursuant to law, without a minimum of four hour's advance notice of the absence to the city clerk is an unexcused absence.

Agenda: City staff is responsible for preparing commission meeting agendas. The commission may not discuss any items not on the agenda. The agenda must specify the date, time, and location of the meeting and give a brief general description of each item of business to be transacted or discussed. It is staff's role to ensure the agenda is prepared in accordance with the Brown Act and City's Sunshine Ordinance. Staff will bring issues to the commission relevant to the commission's scope of authority. Issues outside the commission's scope may not be agendized for consideration. Agendas for regular meetings must be made available to the commission and the public no less than 120 hours prior to the date/time of meeting. The City's Sunshine Ordinance requires agendas to be posted 120 hours in advance which is surpasses the Brown Act's requirement of 72 hours in advance of regular meetings. Agendas are posted on our website, at City Hall, and will be emailed to commission members.

Avoiding Unlawful Meetings: Members shall refrain from having a gathering of a quorum or more members at a public or private meeting place, except as permitted by the Brown Act. Even when the gathering is permitted no commission business should be discussed and that the gathering may not be interpreted as a meeting. Any conversation that occurs among a majority of the members regarding commission business that will likely come before them could constitute a Brown Act violation. This "meeting" could be a conversation in person, via phone, writings, or electronic (email/text) correspondence.

Format of Meeting: The format and flow of the meeting is based on the structure of the agenda. The chair will call a meeting to order once a quorum of members is present, staff will call for attendance, announcements are made, and the agenda is followed in order of the listed business. A commission typically hears non-controversial and administrative items under a "consent" section where several items

are approved by one motion. The agenda may also include reports presented by staff for receipt, review, or action; or public hearings that provide for fact finding and testimony.

Public Speakers: During regular meetings, the city provides opportunities for the public to address the commission as a whole in order to listen to the public's opinions regarding agendized items and unagendized matters within the subject matter jurisdiction of the commission. At special meetings, public comment is limited to agendized items. The presiding officer may further limit, or expand, the time allotted for public comments per speaker or in total for the orderly conduct of the meeting; such limits shall be fairly applied. Commissions shall follow the speaker rules as outlined in the [Council Rules of Procedure](#). Consistent with the Brown Act, the public comment periods are not intended to be "question and answer" periods or conversations with the council or city officials.

Officer Election: Annually, or as needed, commissions vote to select a chair and vice chair to lead the proceedings and coordinate with staff. A member may serve as the chairperson or vice-chairperson for no more than two calendar years. Election of officers is done as a scheduled agenda item on the commission's agenda generally in January.

Duties of the Chair: The chair shall preside over all meetings and ensure that the work of the commission is accomplished. To this end the chair must exert sufficient control of the meeting to eliminate irrelevant, repetitious, or otherwise unproductive discussion. At the same time, the chair must ensure all viewpoints are heard and considered in a fair and impartial manner. In the absence of the chair, the vice chair shall act as presiding officer and may assume the same responsibilities of the chair.

Parliamentary Procedure: The City Council has adopted [Rosenberg's Rules of Order](#) as the standard procedure for meetings. The presiding officer and all members are expected to follow this format.

Establishing a Quorum: A quorum (majority) of the commission's members must be present to hold a meeting. Once it is known that a quorum of members is not able to meet a cancellation notice will be posted. If a quorum is not met by 15 minutes after the noticed start of a meeting, the meeting shall be cancelled.

Notice of Absence: Commission members should provide the City Clerk notice of absence no less than 4 hours prior to the meeting start time.

Making Motions: After staff has presented an action item, public comments have been provided, the public hearing (if applicable) has been closed, and members have asked questions, a member may make a motion to pass the item as presented or present a modified motion that better reflects what appears to be in alignment with the open discussion of the item. The first verbal supporter or maker of a motion shall state "moved" to officially place the motion on the table for discussion.

Supporting Motions: Once a motion has been stated, and before voting may take place, the motion must be officially supported. This is done by another member stating "second" in support of the stated motion. If another member does not "second" the motion, the motion is no longer active, and discussion shall continue until a new motion is made.

Number of Affirmative Votes Need to Pass Item: The formation document for the commission may specifically set the number of affirmative votes needed to pass an item. If not, the votes needed is a majority (at least half) of the members present at the meeting and qualified (or eligible) to vote. During voting, each member must state yes, no, or abstain as the voting position.

Abstentions: An abstention is a “no position” vote that is used when a member has an unwavering bias with an issue. Members have the right to “abstain” in place of a yes or no vote. However, it is important to recognize that this vote could hinder the passage of an item.

Recusal: A statement of an actual personal financial conflict with an agendized issue. A recusal is stated openly to the public at the start of the item (or at beginning of meeting) with a general description of the financial conflict. The member shall completely exit the chamber/hearing room for the duration of the item. For specifics, refer to the “conflict of interest disqualification” section of this handbook.

Action Minutes: The City prepares minutes in action-only format. This includes, but is not limited to, the time a meeting started and ended, at what time members are present and depart if outside the start and end time of the meeting, how each member voted, motion language that is modified from the presented recommendation, and general direction given to staff.

Meeting Recordings: Commission meetings are video recorded live and preserved for later viewing. Live and playback recordings are located on the City’s website. Be mindful of the fact that the Council Chamber or Historic Hearing Room is prepped for recording, and you can assume that microphones are on and recording when you are in those rooms. Upcoming and archived meeting videos can be found here: http://sacramento.granicus.com/ViewPublisher.php?view_id=21.

Stipends: City Charter Section 29 authorizes the payment of stipends to some commission members. The amount of the stipend a member may receive is set by the Compensation Commission. The stipend is for attendance at noticed public meetings and may have annual limits. Payments are typically quarterly, but may vary depending on meeting frequency.

X. Training and Resources for Ethical, Open, Public, and Transparent Government

Below are some additional resources that will assist you in your role as a commission member:

[Open and Public: The Ralph M. Brown Act](#)

[Rosenberg's Rules of Order: Parliamentary Procedure](#)

[The People's Business – Public Records Act](#)

[State Mandated Local Ethics Training](#)

[City Boards & Commission Details \(Creating Authority Links\)](#)

[Council Rules of Procedure](#)

[The Political Reform Act](#)

[Conflict of Interest Code](#)

[City Organizational Chart](#)

XI. Commission Orientation

Upon appointment, the Office of the City Clerk and department staff will provide an orientation to cover the following topics:

- Review of this handbook.
- Oath of Office.
- Mandatory training requirements.
- Commission foundation documents.
- Council Rules of Procedure.
- Commission meeting annual calendar.
- Commitment to attend meetings, quorum requirements, and absence notification.
- Anticipated time commitment.
- Where to watch past meetings.
- Stipends.
- Ralph M. Brown Act.
- Parliamentary Procedure, Rosenberg's Rules of Order.
- Public Records Act.
- Agenda
 - Review of a past agenda.
 - When agendas are typically available/posted (120 hours in advance).
- Commission staff contact information.
- Checklist
 - Oath of Office completed.
 - Handbook reviewed.
 - Orientation completed.
 - Statement of Economic Interests (FPPC Form 700) completed.
 - Ethics training completed.
 - Sexual Harassment training completed.

The department staff coordinator and/or City Attorney's Office may also schedule additional orientation/training related to the scope of the commission.

XII. Exhibits – List of City Commissions

Active Transportation Commission

The commission was established for the purpose of providing advice on strategies related to walking and bicycling in the city.

The powers and duties of the commission are as follows:

- 1) Advise staff and the council on the implementation, criteria, and priority of pedestrian and bicycling related policies and projects;
- 2) Provide input to staff on pursuit of grant funding opportunities;
- 3) Provide input on program development in walking and bicycle safety, education, law enforcement, and other areas pertinent to walking and bicycling in the city;
- 4) Review and discuss current walking and bicycling issues and advise staff and council;
- 5) Advise staff on the need for periodic updates of the pedestrian master plan and bikeway master plan;
- 6) Provide for public participation and involvement with respect walking and bicycling project and program implementation, and other active transportation matters; and
- 7) Annually, report to and make recommendations to the mayor and council regarding the status of walking and bicycling in the city and activities of the commission.

Creating Authority: [Section 2.100 of Sacramento City Code](#)

Website: <https://boards.cityofsacramento.org/board/2924>

Administration, Investment, & Fiscal Management Board

The board shall have full authority to maintain and manage retirement plans of the system, including but not limited to:

- 1) Adoption of investment standards;
- 2) Fixing of contribution rates;
- 3) Administration and investment standards;
- 4) Administration and investment of funds;
- 5) Selection of investment advisers; and
- 6) Crediting of interest.

Creating Authority: [Sacramento City Charter Article XVII, Section 381-385](#)

Website: <https://boards.cityofsacramento.org/board/2925>

Aggie Square Public Financing Authority

The Aggie Square Public Financing Authority (AS PFA) will serve as the governing board of the Enhanced Infrastructure Finance District (EIFD) and is to consist of three members of Council and two members of the public. The first action of the PFA will be to order the preparation of the Infrastructure Financing Plan (IFP) which, upon its completion, will be distributed to Council and other interested parties as identified in the EIFD Law. The PFA will also hold a public meeting at which PFA staff will present a draft IFP, and afterwards will conduct three public hearings on the formation of the EIFD. Upon conclusion of the third public hearing, the PFA can approve the IFP and officially establish the EIFD.

Creating Authority: Formed April 13, 2021 Sacramento City Council Resolution 2021-0002.
Website: <https://boards.cityofsacramento.org/board/3094>

Animal Care Services Citizens Advisory Committee

The committee shall:

- 1) Provide advisory recommendations to the Mayor and Sacramento City Council on strategies, policies, and programs related to quality care of animals housed in the City's facility; increase awareness of animals for adoption, importance of spay/neuter of animals, assist in soliciting input from the community related to unclaimed deposits for spay/neuter deposits; educate the community regarding the humane treatment of animals and other matters related to animal care responsibilities;
- 2) Provide a forum for public discussion of city's efforts to bring positive change and improvements to animal care services Center; and
- 3) Serve as a liaison to the Mayor, Sacramento City Council and City staff on behalf of the community on matters related to animal care services.

Creating Authority: [Sacramento City Code section 2.86](#)
Website: <https://boards.cityofsacramento.org/board/2926>

Ann Land and Bertha Henschel Memorial Funds Commission

The commission shall:

- 1) Administer the disbursement of income of the Ann Land and the Bertha Henschel memorial funds for the benefit, aid, and assistance of destitute men, women and children in the city;
- 2) Provide for disbursement of funds through such agencies that are deemed appropriate for carrying out the above mentioned purposes;
- 3) Receive donations, legacies and bequests of real or personal property for the care, maintenance, and assistance of the destitute men, women and children in the city; and
- 4) Make annual report of receipts and disbursement of funds, as well as any additional report required by city council.

Creating Authority: [Sacramento City Code section 2.64](#)
Website: <https://boards.cityofsacramento.org/board/2927>

Civil Service Board

The board shall:

- 1) Adopt and maintain a classification plan of positions;
- 2) Formulate rules and regulations covering the examination of applicants for positions and promotion of employees into classified service;
- 3) Hear appeals from employees in classified service who may be suspended without pay, demoted, dismissed, or otherwise disciplined by the appointing authority;
- 4) Hear appeals from employees in classified service with reference to allocation or reallocation of their position by the director of personnel; and
- 5) Provide rules of interpretation and administration of ordinances affecting personnel.

Creating Authority: [Sacramento City Charter Article VII, Section 80](#)

Website: <https://boards.cityofsacramento.org/board/2930>

Compensation Commission

The commission shall establish the compensation for the mayor, member of the City Council, and public members of city boards and commissions.

Creating Authority: [Sacramento City Charter Article III, Section 29](#)

Website: <https://boards.cityofsacramento.org/board/2931>

Ethel Macleod Hart Trust Fund Advisory Committee

The committee shall:

- 1) Assist in development of operational guidelines for utilization of the trust fund, including types of projects for funding to be allocated to;
- 2) Evaluate projects and programs proposed for funding; and
- 3) Make recommendations concerning the ongoing composition, framework, and duties of the committee.

Creating Authority: Formed May 1, 1994 by Sacramento City Resolution 2008-0262, 1996-0202, 1994-0115.

Website: <https://boards.cityofsacramento.org/board/2934>

Measure U Community Advisory Committee

The purpose of the committee is to ensure that the expenditures of City resources reflect Council and community priorities, the committee shall review, report, and make non-binding recommendations on revenue and expenditures of certain funds from the Transactions and Use Tax.

Creating Authority: Formed November 6, 2018 Sacramento City Council Resolution 2018-0393.
Website: <https://boards.cityofsacramento.org/board/2936>

Parks and Community Enrichment Commission

The Commission shall:

- 1) Provide recommendations and advice to the City Council and the Department of Youth, Parks, & Community Enrichment on policies, projects, programs, and other matters pertaining to parks and community enrichment affecting the City of Sacramento. The matters upon which the Commission will provide recommendations and advice may be referred to the Commission by the City Council, the Director of Youth, Parks & Community Enrichment ("Director"), the community, or members of the Commission
- 2) Review and provide recommendations on the development and implementation of the Parks and Recreation Master Plan as an element of the City's General Plan
- 3) Review complaints and other matters pertaining to parks and community enrichment issues as requested by the Director or the City Council
- 4) Conduct an annual workshop to review the Department's annual operating budget and capital improvement plan
- 5) Meet with neighborhood associations and park user groups to discuss parks and community enrichment issues and needs
- 6) Encourage individuals, businesses, and community groups to contribute funds, property and volunteer services for the development and operation of parks and community enrichment facilities and programs.

Creating Authority: [Sacramento City Code Section 2.62](#)

Website: <https://boards.cityofsacramento.org/board/2939>

Planning and Design Commission

The commission shall have the power and duty to carry out the State Planning and Zoning Law subject to provisions of City code including:

- 1) Title 16 related to subdivisions;
- 2) Planning and Development Code related to zoning and design review;
- 3) Recommend to Sacramento City Council policies and programs in support of the urban design program established under the Planning and Development code; and
- 4) Evaluate and submit comments or recommendations on proposed plans, public and private projects, and environmental reviews not subject to review under Chapter 17.808 of the Sacramento City Code.

Creating Authority: [Sacramento City Code Section 2.60](#)

Website: <https://boards.cityofsacramento.org/board/2940>

Preservation Commission

The commission shall:

- 1) Recommend to the City Council policies and programs in support of historic preservation, including the goals and policies for the general plan and updates of the preservation program;
- 2) Evaluate and provide comments or recommendations on proposed plans, public and private development projects, and environmental reviews that are not subject to review under this chapter, but that may potentially affect physical development and historical preservation of the city;
- 3) Review and make recommendations to the State Office of Historic Preservation regarding nominations of property located within the city;
- 4) Assume duties assigned by the city council pursuant to the certified local government provisions of the National Historic Preservation Act; and
- 5) Consult with, advise, and report to the City Council annually on the commission's duties and functions.

Creating Authority: [Sacramento City Code Section 2.58](#)

Website: <https://boards.cityofsacramento.org/board/2941>

Sacramento Arts, Culture, and Creative Economy Commission

This commission provides advice and recommendations for promoting, encouraging, and fostering the arts, innovation, and tourism, in the city.

Creating Authority: [Sacramento City Code 2.84](#)

Website: <https://boards.cityofsacramento.org/board/2944>

Sacramento Children's Fund Planning and Oversight Commission

The commission has the power and duty to:

- 1) In consultation with the Sacramento Youth Commission, develop Five-Year Strategic Investment Plans and submit them to the city council for adoption;
- 2) Conduct a review of each Five-Year Strategic Investment Plan before the end of the third year of that plan;
- 3) Review and accept annual Service Performance Reports, Three-Year Youth Impact Evaluation Reports, Five-Year Youth Impact Performance Reports, and fiscal and performance audit reports; and
- 4) Make recommendations to the city council as a result of its review of the plans and reports.

Creating Authority: [Sacramento City Charter Article IX, Section 120](#)

Website: <https://boards.cityofsacramento.org/board/5088>

Sacramento Community Police Review Commission

The commission was established to provide community participation in reviewing and recommending police department policies, practices, and procedures, and to monitor the implementation, evaluation, and sustainability of city policing initiatives and programs.

Creating Authority: [City Code Section 2.110](#)

Website: <https://boards.cityofsacramento.org/board/2945>

Sacramento Disabilities Advisory Commission

The commission shall:

- 1) Serve as an advisory body to the City regarding compliance with federal and state disability laws, not including litigation or administrative proceedings to which the City is a party;
- 2) Review policies, programs and activities within the city that affect persons with disabilities;
- 3) Recommend procedures for city employees with disabilities to request and receive reasonable accommodations;
- 4) Provide information, referral and technical assistance to the city in matters pertaining to disability issues; and
- 5) Establish a liaison with the city's ADA coordinators to assist with policies, procedures and programs as they relate to federal and state disability laws.

Creating Authority: [Sacramento City Code Section 2.53](#)

Website: <https://boards.cityofsacramento.org/board/2946>

Sacramento Ethics Commission

The purpose of the commission is to review and consider complaints against elected and appointed city officials, to ensure those city officials are conforming their conduct to the city's laws and policies.

Creating Authority: [Sacramento City Code Chapter 2.112](#)

Website: <https://boards.cityofsacramento.org/board/2948>

Sacramento Independent Redistricting Commission

The commission has the exclusive authority to redraw council district boundaries.

The commission shall:

- 1) Be independent of city council control;
- 2) Conduct an open and transparent process enabling full public consideration of and comment on the drawing of council district boundaries;
- 3) Comply with the provisions in this article; and
- 4) Conduct itself with integrity and fairness.

Creating Authority: [Sacramento City Charter Article XII](#)

Website: <https://boards.cityofsacramento.org/board/3103>

Sacramento Youth Commission

The commission shall:

- 1) Provide recommendations and advice to the city council, the youth development policy manager, and the Youth, Parks, and Community Enrichment Department on policies, projects, programs, and other matters pertaining to youth;
- 2) Assist the Youth, Parks, and Community Enrichment Department in promoting city services and functions relating to youth;
- 3) Assist youth in understanding the workings of city government and to encourage youth to actively participate in community affairs and city programs;
- 4) Conduct an annual workshop to review the city's annual operating budget and capital improvement plan relating to youth programs and projects;
- 5) Conduct studies and investigations and coordinate with other youth groups and organizations regarding youth issues and needs;
- 6) Review complaints and other matters pertaining to youth issues as requested by the youth development policy manager, the director of the Youth, Parks, and Community Enrichment Department, or the city council.

Creating Authority: [Sacramento City Code Section 2.126](#)

Website: <https://boards.cityofsacramento.org/board/2943>

The Sacramento Youth Commission is unique in its structure of being both a formal legislative body and a youth development and leadership program.

Stadium Area Public Financing Authority

The Stadium Area Public Financing Authority (SA PFA) will serve as the governing board of the Enhanced Infrastructure Finance District (EIFD). The first action of the SA PFA will be to order the preparation of the Infrastructure Financing Plan (IFP). Upon approval of the IFP by the Sacramento City Council, the SA PFA will conduct a public hearing on the formation of the EIFD and, upon conclusion, approve the IFP and officially establish the EIFD. SAPFA cannot establish the EIFD without Council first approving the IFP.

Creating Authority: Sacramento City Council Resolution 2019-0282

Website: <https://boards.cityofsacramento.org/board/2953>

Utility Rate Advisory Commission

The commission shall:

- 1) Review and comment on proposals made by the department for changes to utility service rates;
- 2) Develop and provide recommendations to the city council on issues relevant to the setting of rates, not including the level of service;
- 3) Hold rate hearings on proposals to increase utility service rates or establish new rates and upon conclusion of the hearing, provide recommendations to the city council; and
- 4) Act as a liaison to encourage community understanding of, and participation in, the utility service rate setting process.

Creating Authority: [City Code section 13.02](#)

Website: <https://boards.cityofsacramento.org/board/2954>



Board, Commission, and Committee

Guide to Meeting Facilitation



Rev. 12-22-2023

Office of the City Clerk
915 I Street, Sacramento, CA 95814 • clerk@cityofsacramento.org • (916) 808-7200

Thank you for volunteering to serve as chair or vice chair! This handbook is intended to be an informational source to guide you in facilitating efficient and inclusive meetings.

The City of Sacramento utilizes more than 25 commissions to promote community and stakeholder input. Most serve in an advisory capacity to the City Council. However, a few are quasi-judicial, complaint reviews, or appeals boards. The specific role of most advisory bodies is to review and make recommendations to the city council on matters within its scope of authority and responsibility. This is achieved at publicly noticed meetings, serving as a venue for robust community input and participation in developing suggestions regarding city policy within the purview of that advisory body.

I. Role of the Chair

The [Ralph M. Brown Act](#) (Brown Act), California's open and public meeting law, and the [Sacramento Sunshine Ordinance](#) have requirements to ensure that all city council, board, commission, and committees are inclusive, transparent, and encourage public participation.

The chair (or vice chair in the absence of chair) is responsible for presiding at all meetings and charged with equally applying rules of conduct, ensuring parliamentary procedure is followed, compliance with the Brown Act, and that the scope and work of the commission is accomplished. [Rosenberg's Rules of Order](#) outlines parliamentary procedure and the [Sacramento City Code](#) outlines the scope of most commissions. The order and conduct of business of commissions are also governed by the City of Sacramento [Council Rules of Procedure](#).

As the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion, and decision-making of the body. What the chair should do, however, is to strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

II. Parliamentary Procedure

The City follows [Rosenberg's Rules of Order](#): Simple Parliamentary Procedures for the 21st Century for parliamentary procedures not addressed in the [Council Rules of Procedure](#).

Basic Format for Agenda Item Discussion

- Chair should announce the agenda item and number.
- Chair will invite the appropriate person to present.
- Following staff presentation, Chair will ask members if they have questions or comments.
 - Any member wishing to speak must first obtain the floor by being recognized by the chair.
- Chair will invite members of the public to comment.
- Chair will invite a Motion/Second.
- Chair will make sure everyone understands the motion by repeating the motion or asking the maker of the motion to repeat it.

- Vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.”
- Chair announces the result of the vote.

Public Participation

It is the role of the chair to ensure that members of the public have an opportunity to address the commission and are all treated equally and consistently. Members of the public are expected to follow the rules of decorum as outlined in the [Council Rules of Procedure](#). The presiding officer may further limit, or expand, the time allotted for public comments per speaker or in total for the orderly conduct of the meeting as long as such limits are consistently applied.

Motions in General

Although [Rosenberg's Rules of Order](#) has additional motions, below are the most common:

- Basic Motion is one that puts forward a decision for the body's consideration.
- Motion to Amend is if a member wants to change a basic motion. Maker of the motion and seconder must approve any amendments.
- Substitute Motion is when a member wants to completely do away with the basic motion and would like to put a new motion before the body.
- There can be up to three motions on the floor. When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed first on the last motion that was made. Any substitute or amended motion shall be taken before the original motion.

Counting Votes

The matter of counting votes starts simple but can become complicated. Below is basic direction and for more complicated votes, the chair should turn to the City Attorney for clarification.

A member should vote Yes, No, or Abstain. Under the “present and voting” system an abstention is counted as not voting at all.

Generally, a vote of a majority of members present is needed to pass a motion. This means that one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated. In the event of a tie, the motion fails.

III. Agenda Format

The order of business is typically carried out as listed on the agenda as set out below; however, the presiding officer may reorder the items at the meeting, unless members object.

Roll Call – The chair opens the meeting, asks the clerk to call the roll, and confirms there is a quorum required for the advisory body to meet. If a quorum is not reached within 15 minutes of the meeting start time, the meeting will be cancelled for lack of quorum.

Land Acknowledgement and Pledge of Allegiance. The chair will read the land acknowledgement and will lead the pledge of allegiance or may ask another member to do either.

Consent Calendar is considered one item, consisting of matters deemed routine and non-controversial, and typically adopted in one motion. Any member may comment on any item, or request to pull an item from the Consent Calendar for a separate vote.

Public Hearings are duly noticed hearings as mandated by local, state, or federal law, providing an opportunity for public review and comment of a proposed action. There are additional parliamentary procedure requirements such as opening and closing the hearing and the ability for proponents and opponents to present. More details can be found in the [Council Rules of Procedure](#).

Discussion Calendar consists of non-routine items which typically have an oral presentation and discussion before action is taken.

Member Comments is an opportunity for members to make comments which may include a request for future agenda items, information from city staff, and general announcements.

Public Comments – Matters Not on the Agenda is an opportunity for members of the public to make comments on items that are not related to a specific agenda item. This section is only for regular, not special, meetings.

Adjournment. Once the legislative body has completed its business, the chair adjourns the meeting. No vote is required to adjourn a meeting.

Agenda materials will be available [online](#) no later than 120 hours prior to each regular meeting in compliance with the City Code and a chair script is provided to help the chair guide the meeting.

IV. Conclusion

Thank you for your enthusiasm to serve as chair or vice chair. You have the following partners to collaborate with in facilitating inclusive, transparent, and productive commission meetings:

City Staff: City staff will provide subject matter expertise to provide recommendations based on their professional analysis of the project and/or topic. Staff will also provide clerical and administrative support in preparing agendas and staff reports.

Office of the City Attorney: The City Attorney serves as legal counsel to the city government and all officers, departments, boards, commissions and agencies ([Sacramento City Charter §72](#)) and shall provide legal advice to each commission.

Office of the City Clerk: The City Clerk shall act as secretary of the city council and all other boards, commissions, and agencies of the city ([Sacramento City Charter §71](#)). This ensures that all commissions have consistent meeting practices and support, are working toward their purpose and annual goals, and have appropriate staffing consistent with their scope, powers, and duties.