

Ordinance No. _____

Ordinance of the Council of the City of Palo Alto Amending PAMC Sections
2.04.190 and 2.04.200 to Set the Regular Meeting Time of the Finance
Committee and the Policy and Services Committee by Resolution or
Ordinance

The Council of the City of Palo Alto ORDAINS as follows:

SECTION 1. The City Council finds and declares as follows:

- A. The City Council has two standing committees – the Committee on Finance and the Committee on Policy and Services. PAMC section 2.04.190. The regular meeting date, time, and place are defined in PAMC section 2.04.200. Existing law sets the start time for regular meetings at 7 p.m for these committees. PAMC section 2.04.200(a).
- B. The City Council now desires to establish the regular meeting time of these standing committees by resolution or ordinance instead of codifying it in PAMC section 2.04.200.

SECTION 2. PAMC Sections 2.04.190 (Standing committees – Special committees) and 2.04.200 (Standing committee meetings) of Chapter 2.04 (Council Organization and Procedure) of Title 2 (Administrative Code) are hereby amended to read as follows (~~striketrough~~ is deleted, underlined is new text):

2.04.190 Standing committees - Special committees.

(a) Not later than the second regular council meeting in January, the mayor shall appoint two standing committees, consisting of three members each from the members of the council. The mayor shall appoint each council member to only one standing committee and shall appoint the chairperson of each committee. The mayor, or the vice-mayor at the request of the mayor, may act as an ex officio, voting member of each committee when one or more regular committee members are absent.

(b) The standing committees shall be designated, respectively, committee on finance and committee on policy and services, and shall meet ~~at 7:00 p.m. in the city hall on the day as~~ established by Section 2.04.200.

(c) Council members may attend meetings of committees of which they are not members, without participating in any manner, but only committee members or ex officio committee members shall vote in committee in accordance with subsection (a) of this section.

(d) Council members who submit matters to the council which are referred to a standing committee may appear before the standing committee to which the referral has been made in order to speak as proponents of the matter. Standing committee meetings during which such referrals may be considered shall be noticed as council meetings for the purpose of enabling the standing committee to discuss and consider the matter with a quorum of the council present.

(e) In addition to standing committees the mayor may, subject to approval of the council, appoint such other special committees of council members, private citizens or both as deemed desirable and necessary to assist and advise the council in its work.

2.04.200 Standing committee meetings.

(a) Regular Meetings. Each standing committee shall meet on its designated meeting night(s) ~~at 7:00 p.m.~~ at the City Hall. The policy and services committee shall meet on the second Tuesday of each month and the finance committee shall meet on the first and third Tuesday of each month. The meeting time for each standing committee's regular meetings shall be set by the City Council by ordinance or resolution. When additional meetings are necessary, the chairperson of each committee may call a special meeting as provided in subsection (b) of this section.

(b) Special Meetings. Special meetings of standing committees may be called by the chairperson with the consent of a majority of the committee's members, but a special meeting so called shall be held at City Hall, or other locations if appropriate, and forty-eight hours' notice must be given to every council member.

SECTION 3. Environmental Review

The Council finds that this Ordinance is not a project under CEQA Guidelines Sections 15378(b)(2) and (5) as this is an organizational change of government that will not result in direct or indirect physical changes in the environment.

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SECTION 4. Effective Date

This Ordinance shall be effective 31 days after adoption.

INTRODUCED:

PASSED:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

NOT PARTICIPATING:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

APPROVED:

Assistant City Attorney

City Manager