

B2.3 Placing Business on the Agenda

Agenda items are limited to those business matters within the City's subject matter jurisdiction that are at issue and actually require the Council to hear, discuss, deliberate, decide, or act on the matter. Items of a theoretical nature and hypothetical questions generally are not suitable for inclusion on the agenda and should be avoided.

Placement of agenda items should be arranged with the City Clerk as far in advance of the meeting as possible. Before presentation to Council, all documents will be reviewed and approved by the City Administrator, City Attorney, City Clerk, or their respective designees.

Recurring matters that have legally established deadlines by which the Council must take action should be presented on an agenda for a regular Council meeting that will occur at least three regular Council meetings prior to that deadline. That scheduling is to provide the Council with sufficient time to consider those matters and continue discussion of those matters are deemed necessary. In addition, at least ninety (90) days prior to the applicable deadline, each of those matters shall be placed on the master calendar, which shall be made available to the Council at each regular Council meeting and that matter shall continue to be listed on the master calendar until the Council takes action on the matter.

Any item within the Council's jurisdiction may be placed on an agenda by a majority of Councilmembers, the City Administrator, the City Attorney, the City Management Services Director, or the City Clerk. During a meeting, any Councilmember may request an item be placed on a future agenda for the Council to decide whether that matter should be returned to Council for consideration and whether, when it is returned, staff should prepare a staff report discussing the matter and with recommendations. During public comment periods or by correspondence with Councilmembers, a member of the public may ask Council consider an item, and, upon consent of a majority of Councilmembers present, a staff report will be prepared and processed for a future agenda.

B2.4 Non-agendized Actions Prohibited

No action may be taken on any item not appearing on the posted agenda. Non-action items such as presentations, entertainment, and ceremonial activities should be scheduled and appear on the agenda so members of the public wishing to attend will be notified.

Notwithstanding the foregoing, Council may take action on items of business not on the posted agenda as permitted by the Brown Act:

The following non-agendized behavior also is permitted:

- Brief responses by Councilmembers and staff to statements or questions posed by the public.
- Questions for clarification.
- References to staff or other resources for factual information.
- Requests to staff to report on an issue at a future meeting.
- Requests to agendize a matter of business for a future meeting.

- Brief announcements by Councilmembers or staff and brief reports on their official activities.

B2.5 Order of Business

Council meetings should proceed efficiently and expeditiously, in full compliance with all applicable laws and with due regard for proper and appropriate consideration of Council's business on behalf of the City's residents.

Prior to the time set for each meeting, the Councilmembers, City Administrator, City Attorney, City Clerk, and any department heads required to be present, or their respective representatives, should take their regular places in the Council Chambers. The Presiding Officer should call the meeting to order promptly at the time set, and the business of the Council will be taken up for consideration and disposition in the order set forth in the published agenda, except that, with the consent by acclamation of two-thirds of the members present, items may be taken out of order. See, also, Section B6.3 of this Handbook. Council Request items scheduled for a Council agenda shall occur after Public Hearing items on that same agenda.

B3. PRESIDING OFFICER

B3.1 Mayor to Preside

The Mayor is the Presiding Officer at all meetings of the City Council. The Mayor pro tempore will preside in the Mayor's absence or at the Mayor's request. If both are absent, the City Clerk will call the Council to order, whereupon a temporary Presiding Officer will be elected by the Councilmembers present to serve until the arrival of the Mayor, the Mayor pro tempore, or adjournment of the meeting.

B3.2 Mayor pro tempore

At a regularly scheduled meeting soon after a General Municipal Election, the City Council shall choose one of its members as Mayor pro tempore, to serve a term of one year or until a successor is chosen. The Mayor pro tempore has all the powers and duties of the Mayor. Cal. Gov. Code §36801; Lompoc Municipal Code §2.04.030.

B3.3 Powers and Duties

Participation: The Presiding Officer may move, second, debate, and vote from the Chair. He/she shall not be deprived of any of the rights and privileges of a Councilmember by reason of acting as Presiding Officer.

Questions to be Stated: The Presiding Officer may restate each question immediately prior to calling for the vote. Following the vote, the Presiding Officer shall announce whether the question carried or was defeated. At his/her discretion, the Presiding Officer may explain the effect of a vote for the audience, or direct a member of the City staff to do so, before proceeding to the next item of business.

Maintaining Order and Decorum: The Presiding Officer is responsible for the maintenance of order and decorum at all meetings, and decides all questions of order, subject to an appeal to the Council. See Section B4.5 of this Handbook. Nondisruptive minor deviations in procedure and order generally are permitted if the validity of Council's action is unaffected.