

Attachment 3

Matrix of Changes: Town Agenda Format and Rules Policy (2-01)

Category of Change	Original Language	Proposed Changed Language	Summary of Change
Purpose and Scope	This Policy applies to Town Council and all Town Boards, Commissions, and Committees.	This Policy applies to Town Council and all Town Boards, Commissions, and Committees, and references to Mayor will apply to Boards, Commissions, and Chairpersons as applicable and determined by the staff liaison.	Clarifies that 'Mayor' references extend to chairs of Boards/Commissions and gives staff liaison authority to determine applicability.
Order of Agenda	Order began with 'Call to Order, Roll Call, Pledge, Appointments, Presentations, Closed Session Report, Council Matters, Manager Matters, Consent Calendar, Verbal Communications, Public Hearings, Other Business, Adjournment (midnight).'	Order revised to 'Call to Order, Roll Call, Pledge, Presentations, Consent Calendar, Verbal Communications, Public Hearings, Other Business, Council Matters, Manager Matters, Closed Session Report, Adjournment (11:00 p.m.).'	Streamlined and reordered sections, removed 'Appointments,' moved 'Closed Session Report' to end, and moved adjournment earlier (from midnight to 11 p.m.).
Verbal Communications	Limited to 30 minutes and 3 minutes per speaker. No response allowed; Council could direct Town Manager to agendize future items.	Still limited to 30 minutes and 3 minutes per speaker, but allows Mayor discretion to adjust time and allows Council to ask staff clarifying questions. Also adds, "Town resources may not be used to facilitate audio or visual presentations. Individuals addressing the Town Council under Verbal Communications may submit written materials and must provide at least one (1) copy for inclusion in the administrative record."	Adds flexibility for Mayor and permits clarifying questions to improve transparency. Clarifies that Town resources are not used for audio or visual presentations and provides guidance for submitting written materials for inclusion in the administrative record.
Public Hearing	Other members of the public testifying at public hearings shall be limited to no more than three (3) minutes.	Adds, "visual presentations requiring staff support are limited to appellants and applicants. Other members of the public may testify for up to three (3) minutes and may submit written materials for inclusion in the administrative record."	Clarifies that visual presentations requiring staff resources are limited to appellants and applicants and provides guidance for public submission of written materials.
Council Matters Process	Councilmembers could discuss adding items to future agendas; required 2 votes to agendize future action.	Adds detailed, structured process: if one member requests and a second supports (or Mayor alone requests), it appears on next agenda for discussion only. After discussion, 3+ votes required for action.	Formalizes and clarifies procedure for future agenda items, balancing efficiency and transparency.
Adjournment Time	No later than midnight without vote.	Adjournment (No later than 11:00 p.m.).	Moves the meeting cutoff from midnight to 11:00 p.m., encouraging earlier conclusion.
ADA Notice	If you need special assistance... contact the Clerk's Office... Notification at least two (2) business days prior... [28 CFR §35.102-35.104]	If you require special assistance... Please notify the Clerk's Office at least two (2) business days prior... to ensure accessibility in compliance with 28 CFR §35.102-35.104 and related provisions.	Updates phrasing to 'require' and adds 'related provisions' for accuracy; clarifies compliance citation.

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Agenda Preparation	Mayor had final approval authority; staff consulted but Mayor made final call.	Agenda prepared by staff in consultation with the Mayor for efficiency; Town Manager may adjust order or scheduling for operational or compliance reasons.	Shifts balance of agenda authority from Mayor to shared responsibility with staff/Town Manager.
Conduct of Meetings	Allowed 'Robert's Rules of Order or other rules of order.'	Replaces with 'Rosenberg's Rules of Order,' with explicit modifications for question period and reconsideration.	Updates parliamentary authority to Rosenberg's Rules, reflecting modern California municipal practice.
Remote Attendance – Council	Allowed Zoom/phone attendance for limited reasons (medical, work, official business).	Keeps limitations but removes 'two remote participations in a row' rule and focuses on quorum and visibility requirements.	Simplifies and modernizes participation rules.
Remote Attendance – Public	Detailed distinctions between Council/Commissions; remote participation not available for all boards.	Simplified to allow remote participation 'as technology allows' for Council, Finance, and Planning Commissions; removes telephone-only option language.	Expands and simplifies public participation access, adds flexibility for future technology.
Reconsideration Procedure	Required motion by member on prevailing side; must be made at next meeting.	Motion may be made at same or next meeting; second can be from any member.	Loosens procedural restrictions, allowing faster reconsideration and broader participation.
Motions by Chair	Chairperson may make or second motions.	Mayor may make or second motions.	Clarifies terminology consistency with 'Mayor' instead of 'Chairperson'.
Civility Policy Title	Behavior Expectations and Consequences at Town Council Meetings.	Behavior Expectations and Maintaining Civility at Town Council Meetings.	Reframes title to emphasize civility and proactive management rather than punishment.
Managing Disruptive Behavior	Provided detailed multi-step process (mute, recess, removal, etc.).	Condensed and formalized as Section R 'Managing Disruptive Behavior,' emphasizing warnings and removal consistent with Gov. Code §54957.9.	Rewrites discipline procedures into a clearer, legally grounded framework.