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**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIALTO, CALIFORNIA, AMENDING THE RULES AND PROCEDURES FOR CONDUCTING MEETINGS OF THE CITY COUNCIL.**

**WHEREAS**, the City Council adopted Resolution No. 6773 on July 14, 2015, to update and restate the rules and procedures of Resolution No. 3383, as amended by Resolution Nos. 3949, 4202, 5791, and 6301;

**WHEREAS**, the decorum and order sections of Resolution 6773, specifically paragraphs B, D, and E of section IV “Addressing the Council”, paragraphs H and I of section V “Debate and Decorum”, and paragraph B of section X “Hearings” need to be updated;

**WHEREAS**, the City Council desires to update and amend the rules and procedures of decorum through this Resolution to ensure compliance with the Government Code and applicable case law.

**WHEREAS**, the city council of the City of Rialto desires to update and amend the rules and procedures governing the preparation of agenda items to allow items to be placed on the agenda by the City Manager or City Attorney or Mayor and Mayor Pro Tem in their concurrence.

**WHEREAS**, the city council of the City of Rialto desires to update and amend the rules and procedures governing future agenda items, authorizing Councilmembers to propose items for a subsequent agenda contingent on the approval by at least a quorum of the Council members.

**NOW, THEREFORE**, the city council of the City of Rialto, California, does resolve, declare, determine and order as follows:

**SECTION ONE.**

The City Council hereby amends Resolution No. 6773, paragraph A of section II “Preparation of the Agenda” as follows:

**A. PREPARATION OF THE AGENDA**

An agenda shall be prepared for each regular meeting containing the specific items of business to be transacted and the order thereof. Items of business may be placed on the agenda by the City Manager or City Attorney or upon the concurrence of any two City Council members. . Items of business may be placed on the agenda by any Councilmember contingent on the

1 concurrence of the Mayor and Mayor Pro Tem, or the City Manager or City Attorney. Agenda  
2 items shall be delivered to the City Manager not later than 5:00 P.M. on the Wednesday preceding  
3 the regular meeting. After reviewing and approving all agenda items prepared by staff, the City  
4 Manager shall deliver the items to the City Clerk. The Clerk shall thereafter prepare the agenda  
5 under the direction of the City Manager. Whenever feasible each item on the agenda shall contain  
6 a staff recommendation and the specific action requested to be taken by the Council. The agenda,  
7 together with all reports pertaining thereto, shall be delivered to the Councilmembers on the  
8 Thursday evening preceding the regular meeting. The agenda shall be made available to the public  
9 as soon as practicable and shall be posted no later than 72 hours prior to the time set for the regular  
10 meeting in accordance with California Government Code, Section 54954.2. Except as otherwise  
11 provided in said Section, no matters other than those listed on the agenda shall be finally acted  
12 upon by the Council.

13 **SECTION TWO.**

14 The City Council hereby amends Resolution No. 6773, section II “Preparation of the  
15 Agenda” to add a new paragraph D as follows:

16 **D. FUTURE AGENDA ITEMS**

17 During a regular meeting, any Councilmember may propose that an item of business be  
18 placed on a subsequent agenda. Placement of the proposed item on a future agenda shall require  
19 the concurrence of at least a quorum of the Council.

20 **SECTION THREE.**

21 The City Council hereby amends paragraphs B, D, and E of section IV “Addressing the  
22 Council”, as follows:

23 **IV. ADDRESSING THE COUNCIL**

24 **B. RIGHT TO ADDRESS COUNCIL**

25 Subject to the provision of Section I V-C, D and E, every taxpayer, resident, or interested  
26 person of the City shall have an reasonable right to address the Council during consideration of  
27 items under the following headings of business:

28 **1. Public Hearings:**

1 Interested persons or their authorized representatives may address the Council, while a  
2 matter is open to public hearing, in regard to remarks or questions relevant to the matter under  
3 consideration.

4 2. Communications:

5 Taxpayers or residents of the City or their authorized representatives, may address the  
6 Council by oral communication on any matter concerning municipal business over which the  
7 Council has influence or control.

8 In addition to reasonable right to address the Council during consideration of the above  
9 item heading of business, any interested person may request permission from the Presiding Officer  
10 to address the Council relevant to the subject matter under consideration. Such request should,  
11 whenever practicable, be made prior to a motion being made on the subject. The granting or denial  
12 of such a request by the Presiding Officer may be appealed to the City Council by a member of the  
13 Council.

14 **D. TIME LIMITATION**

15 Every person addressing the Council shall limit their address to three (3) minutes, unless  
16 further time is granted by the Presiding Officer, subject to appeal decided by a majority of the  
17 Council. When any group of persons wishes to address the Council on the same subject matter, it  
18 shall be proper for the Presiding Officer to request the group to designate a spokesperson so as to  
19 avoid unnecessary repetition.

20 **E. DISRUPTING BEHAVIOR**

21 Any person engaging in disrupting behavior during a Council meeting may be removed by  
22 the Presiding Officer after the individual is warned by the Presiding Officer that their behavior is  
23 disrupting the meeting and that their failure to cease the disrupting behavior may result in their  
24 removal from the Council meeting. "Disrupting behavior" shall mean actions that actually disrupt,  
25 disturb, impede, or render infeasible the orderly conduct of the meeting and includes, but is not  
26 limited to: (1) failure to comply with reasonable and lawful regulations adopted by the City  
27 Council pursuant to Section 54954.3 or any other law; or (2) engaging in behavior that constitutes  
28 use of force or a true threat of force.

1 **SECTION FOUR.**

2 The City Council hereby amends paragraphs H and I of section V “Debate and Decorum”  
3 of Resolution No. 6773, as follows:

4 **V. DEBATE AND DECORUM**

5 **H. DECORUM AND ORDER, AUDIENCE**

6 Public members attending Council meetings shall observe the same rules of order and  
7 decorum applicable to the Council and staff. Any person that actually disrupts, disturbs, impedes,  
8 or renders infeasible the orderly conduct of the Council meeting, including, but not limited to: (1)  
9 failure to comply with reasonable and lawful regulations adopted by the City Council pursuant to  
10 Section 54954.3 or any other law; or (2) engaging in behavior that constitutes use of force or a true  
11 threat of force, may be removed from the Council Meeting, if the sergeant-at-arms is so directed  
12 by the Presiding Officer, after the individual is warned by the Presiding Officer that their behavior  
13 is disrupting the meeting and that their failure to cease the disrupting behavior may result in their  
14 removal from the Council meeting.

15 **I. ENFORCEMENT OF DECORUM**

16 The Chief of Police, or such member of the Police Department as the Chief may designate,  
17 shall be Sergeant-at-Arms of the City Council and shall attend meetings at the request of the  
18 Presiding Officer, City Manager, or City Council. The Sergeant-at-Arms shall be available to  
19 respond to all meetings immediately upon call, and shall carry out all orders given by the  
20 Presiding Officer or Council for the purpose of maintaining order and decorum at the Council  
21 meetings. Any Councilmember may move to require the Presiding Officer to enforce the rules and  
22 the affirmative vote of a majority of the Councilmembers present shall require him or her to do so.  
23 The Sergeant-at-Arms shall carry out an order to remove a person engaging in disrupting behavior,  
24 only after the Presiding Officer has warned the individual that their behavior is disrupting the  
25 meeting and that their failure to cease the disrupting behavior may result in their removal from the  
26 Council meeting.

27 **SECTION FIVE.**

28 The City Council hereby amends paragraphs A and B of section X “Hearings” of

1 Resolution No. 6773, as follows:

2 **X. HEARINGS**

3 **A. APPLICATIONS AND DEFINITION**

4 The following procedural rules shall apply to all hearings before the City Council. As used  
5 herein, the term "hearing" shall include all public hearings required by state law or proceedings  
6 that implicate constitutionally protected property and liberty interests, including, the revocation,  
7 suspension or reinstatement of permits, licenses and franchises.

8 **B. RIGHTS OF INTERESTED PERSONS**

9 On the date and at the time and place designated in the notice, the Council shall afford any  
10 interested person with constitutionally protected property and liberty interests, or their authorized  
11 representative, five (5) minutes to present documentary evidence, to present statements,  
12 arguments, or contentions orally and/or in writing, subject to the rules on addressing the Council  
13 and rules hereinafter stated.

14 The Presiding Officer shall first ask the City Manager, or other staff members if so  
15 designated by the City Manager, to explain the item which is the subject of the hearing. Thereafter  
16 the Presiding Officer shall invite the applicant, if any, to make a presentation to the Council.  
17 Following this, members of the public shall be invited to speak on the item.

18 Anyone else wishing to speak shall be requested, but not required, to complete an  
19 appearance card and present it to the City Clerk before speaking. On the card, the individual may  
20 record his or her name and address and indicate that she or she wants to speak at the public  
21 hearing (vis-a-vis the "Oral Communications" section of the agenda). On the appearance card the  
22 individual shall note whether he or she will be speaking "for" or "against" the item. The Presiding  
23 Officer shall call first all of those wishing to speak "for" the item in the order that their cards were  
24 received. Then the Presiding Officer shall call those wishing to speak "against" the item in the  
25 order that their cards were received. Finally, the applicant shall be offered the opportunity for  
26 rebuttal. All comments will be limited to three (3) minutes duration.

27 **SECTION SIX.**

28 The City Clerk shall certify to the adoption of this Resolution.

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**PASSED, APPROVED AND ADOPTED** this \_\_\_\_th day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Joe Baca, Mayor

ATTEST:

\_\_\_\_\_  
Barbara A. McGee, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Eric S. Vail, City Attorney

1 STATE OF CALIFORNIA )  
2 COUNTY OF SAN BERNARDINO ) ss  
3 CITY OF RIALTO )  
4

5 I, Barbara A. McGee, City Clerk of the City of Rialto, do hereby certify that the foregoing  
6 Resolution No. \_\_\_\_\_ was duly passed and adopted at a regular meeting of the city council of  
7 the City of Rialto held on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

8  
9 Upon motion of Councilmember \_\_\_\_\_, seconded by Councilmember  
10 \_\_\_\_\_, the foregoing Resolution No. \_\_\_\_\_ was duly passed and adopted.

11  
12 Vote on the Motion:

13 AYES:

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15 NOES:

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17 ABSTAIN:

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19 ABSENT:

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21 IN WITNESS WHEREOF, I have hereunto set my hand and the Official Seal of the City  
22 of Rialto, this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

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Barbara A. McGee, City Clerk