



CITY COUNCIL AGENDA REPORT

MEETING DATE: April 3, 2007

ITEM NUMBER: VI-21

SUBJECT: COUNCIL POLICY FOR DAIS SEATING FOR CITY COUNCIL

DATE: MARCH 22, 2007

FROM: KIMBERLY HALL BARLOW, CITY ATTORNEY

PRESENTATION BY: MAYOR ALLAN MANSOOR

FOR FURTHER INFORMATION CONTACT: MAYOR ALLAN MANSOOR 714-754-5189

RECOMMENDATION:

Adopt the attached Council Policy relating to dais seating at City Council meetings.

BACKGROUND:

After researching existing Council Policies, the Municipal Code, Government Code, Roberts Rules of Order and related procedures in an effort to ascertain authorities in the establishment of seating at the dais, none of the preceding set forth any authorities or procedures for seating at the dais. In considering the seating issue at the Council meeting of March 20, 2007, the Council directed staff to prepare and bring forward a draft Council Policy to address designation of seating at the dais.

ANALYSIS:

In the past, members of the City Council have communicated with each other and through advisement of the Mayor in established the seating arrangement. The only "standard practice" has been to have the Mayor seated in the center and the Mayor Pro Tem to the Mayor's immediate left or right. By delegating this function to the Mayor, a procedure for dais seating assignments will be established.

ALTERNATIVES CONSIDERED:

None.

FISCAL REVIEW:

None required.

LEGAL REVIEW:

Pursuant to your request, the City Attorney's office has prepared the attached Council Policy for consideration.

CONCLUSION:

The proposed Council Policy is intended to establish a policy for seating assignments at the dais.



ALLAN L. ROEDER
City Manager



KIMBERLY HALL BARLOW
City Attorney

DISTRIBUTION: City Manager

ATTACHMENTS: 1 Council Policy

File Name

Date

Time

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

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PURPOSE:

The City Council has expressed a desire to set forth a specific procedure for determining seating at the dais. This policy establishes the procedure and authority for determining seating arrangements.

POLICY:

Authority is hereby delegated to the Mayor to assign seats at the dais.

PROCEDURE:

1. Immediately following the meeting at which the declaration of the municipal election results is made and the City Council has chosen one of its members as Mayor, the newly selected Mayor shall solicit input from the remaining Council Members as to seating preferences.
2. Prior to the next regular City Council meeting, the Mayor shall provide the City Council with the new seating arrangements.