



Honorable Mayor and Members of the Hermosa Beach City Council

ADOPT RESOLUTION APPROVING CHANGES TO THE ESTABLISHED RULES FOR THE CONDUCT OF CITY COUNCIL MEETINGS AND SUBSIDIARY BOARDS AND COMMISSIONS

(City Clerk Myra Maravilla)

Recommended Action:

Staff recommends City Council:

1. Discuss whether the draft resolution establishing the rules for the conduct of City Council meetings should apply to subsidiary boards and commissions;
2. To delay implementation of accepting and displaying visual aid for agenda items until a policy is drafted; and
3. Adopt the draft resolution, as amended, to include Section 8.2 adopting Rosenberg's Rules of Order for subsidiary boards and commissions (**Attachment 1**).

Executive Summary:

At its August 26, 2025, meeting, the City Council approved changes to the resolution establishing rules for the conduct of City Council meetings and subsidiary boards and commissions. The general public comment period reverted to three minutes per speaker, allows for remote participation, and eliminates the 30-minute time limit. Other changes were made to the categories on the agenda.

The City Council also approved allowing for the use of visual aid by members of the public for agenda items only. Staff is drafting the Audio and Visual Presentation Guidelines for Meetings Policy and expects to begin accepting visual aid for agenda items starting at their September 30, 2025, regular meeting.

Background:

Remote Participation

The City implemented the use of remote participation via Zoom in response to the COVID-19 pandemic under AB 361. After the City was no longer required to provide a remote participation option, the City opted to continue holding hybrid meetings to ensure those unable to attend meetings in person were still able to attend meetings virtually.

Visual Aid Provision

The adoption of Resolution No. RES-24-7414 (**Attachment 2**) on February 15, 2024, removed the option for members of the public to use visual aid. Prior to Resolution No. RES-24-7414, Resolution No. 15-6988 was in place.

As a result of the implementation of Zoom during the COVID-19 pandemic, the City Clerk’s office began accepting graphics and videos from members of the public for items on and not on the agenda.

During the COVID-19 pandemic, the Council Chambers underwent an Audio/Visual upgrade. This upgrade led to the discontinued use of the projector at the podium because the images displayed by the projector in the Chambers were not viewable to online participants.

The visual aid that was received by the Clerk’s office was primarily used by a limited number of people to primarily target sitting councilmembers with manipulated videos. When Resolution No. RES-24-7414 was adopted, staff recommended that City Council discontinue accepting and displaying videos and other graphics on City devices to limit the City’s exposure to possible cyberattacks, ransomware, and malware.

South Bay Cities—Public Comment Survey

Staff conducted a survey of South Bay cities to gather more information about their rules governing public comment (**Attachment 4**). The survey found that a majority of South Bay cities allow public comment in person only and do not allow the use of visual aid, except during hearings and appeals. The rationale provided includes concerns about First Amendment challenges, disruptions to meetings, and general concerns about malicious cyber incidents.

Zoombombing Attack

On September 26, 2024, the City Council was the target of a coordinated attack where multiple members of the public flooded the City’s Zoom meeting requesting to comment. These commenters proceeded to make hateful, bigoted, antisemitic, and sexist remarks intended to disrupt the meeting. These comments were not related to City business in any way and instead were vile attempts to stoke a reaction from City officials and disrupt the City Council’s public meeting. City staff was unable to immediately detect this incident was a coordinated attack until several commenters had been called and unmuted.

Past Council Actions

Meeting Date	Description
August 10, 2021	City Council authorized the continuation of a hybrid (in-person and virtual) format for meetings conducted by the City.
December 12, 2023	City Council approved changes to the agenda and meeting procedures to limit general public comments to two minutes per speaker for a total of thirty minutes for general public

Meeting Date	Description
	comment, removed the remote participation option for general public comment, and requested that the same changes apply to subsidiary boards and commissions.
February 15, 2024	City Council approved Resolution No. RES-24-7414, effectuating the changes made at their December 12, 2023, meeting.
May 27, 2025	Councilmember Keegan requested a future agenda item to revert the general public comment period to three minutes per speaker and allow for virtual participation.
August 26, 2025	City Council directed changes to the resolution establishing rules for the conduct of City Council meetings and subsidiary boards and commissions.

Discussion:

Subsidiary Boards and Commissions – Visual Aid

The City Council should consider whether boards and commissions should continue to follow the rules for the conduct of City Council meetings. Resolution No. RES-24-7414 aligned boards and commissions to follow the City Council meeting layout and its rules for the conduct of meetings. Prior to Resolution No. RES-24-7414, board and commission meetings operated differently from each other, which posed challenges when the City transitioned its agenda management system to eScribe. Additionally, there are concerns with challenges posed by the proposal to accept visual aid submitted at the board and commission level.

Recently, the City Attorney’s office stopped attending subsidiary board and commission meetings, except for the Planning Commission. Should staff be advised by the City Attorney’s office that certain visual aid should be denied at a board or commission meeting, the City Attorney’s office would not be available to provide additional information to questions presented at a meeting. Should the City Council move forward with the provision to allow the use of visual aid for agenda items, it is recommended that this provision not apply to boards and commissions, except for use during a hearing or appeal, as applicable by law.

Subsidiary Boards and Commissions – Rosenberg’s Rules of Order

Robert’s Rules of Order is highly complex and was primarily written for chairing or running a parliament. The complexity of Robert’s Rules poses challenges for staff and subsidiary boards and commissions to navigate its provisions, many of which do not apply to running a meeting with only five members. Rosenberg’s Rules of Order is outlined in a ten-page document that is easy for staff, appointed officials, and members of the public to navigate (**Attachment 5**). It is a simplified version of Robert’s Rules of Order and contains only the provisions that are relevant for subsidiary boards and commissions. Staff recommends

City Council adopt the draft resolution with the inclusion of Section 8.2, making Rosenberg's Rules of Order applicable to its subsidiary boards and commissions.

Implementation of Visual Aids for Agenda Items

The City's GIS/IT Analyst is reviewing best practices for handling content and files provided by the public on the City's network and will provide the Clerk's office with a recommended Audio and Visual Presentation Guidelines for Meetings Policy in the coming weeks. It is recommended that City Council allow the delayed implementation of accepting and displaying visual aid until the policy is fully developed by staff.

Fiscal Impact:

There is no fiscal impact associated with the associated recommendation.

Attachments:

1. Draft Resolution
2. Resolution No. RES-24-7414
3. Resolution No. 15-6988
4. South Bay Cities Public Comment Survey
5. Rosenberg's Rules of Order

Respectfully Submitted by: Myra Maravilla, City Clerk

Concur: Alexandria Hildebrand, GIS/IT Analyst

Legal Review: Todd Leishman, Interim City Attorney

Approved: Steve Napolitano, Interim City Manager