

**RESOLUTION 04-73**

**CITY OF MILLBRAE  
COUNTY OF SAN MATEO  
STATE OF CALIFORNIA**

\* \* \*

**RESOLUTION AMENDING THE  
CITY COUNCIL PROTOCOLS**

WHEREAS, pursuant to Resolution No. 98-109 adopted on December on December 8, 1998, the Millbrae City Council enacted the City Council Protocols which set forth rules of procedure governing the conduct of Council meetings and affairs of the City; and

WHEREAS, these Protocols have been updated and amended from time-to-time; and

WHEREAS, the City Council desires to amend these protocols to better reflect current practices and to add an item to the order of business for Council meetings.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Millbrae hereby amends the City Council Protocols as follows:

1. Section I.4.b regarding "Closed Sessions" shall read:

The general subject matter for consideration shall be expressed in an open meeting before such session is held or through proper public notice on the meeting agenda.

2. The heading for Section I.9 shall be changed to "Minutes" and the provision shall read as follows:

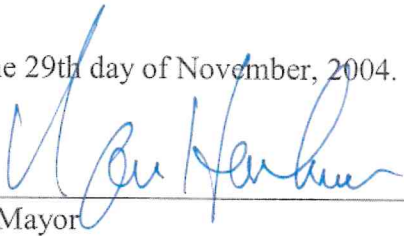
Minutes of Council meetings will summarize Council and staff discussions and comments on the business and matters considered at the meeting. The minutes will also reflect the names of public speakers and the general subject addressed. If directed by the Council, minutes of any particular meeting may be recorded as action minutes, which primarily include final motions with votes only.

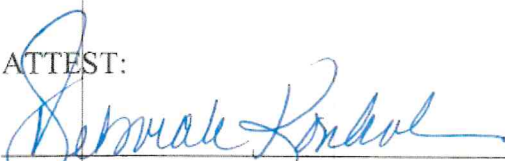
3. The general order of business for the Council meeting agenda under Section II.1 shall include a new item entitled "ORAL REPORTS FROM COMMITTEE/COMMISSION CHAIRS" between the current items of "APPROVAL OF MINUTES" and "CITIZEN COMMUNICATIONS."

A new subparagraph "c" shall be added to Section II.1 which specifies:

c. The Mayor may limit the total number of oral reports from committee/commission chairs to a maximum of two at any one Council meeting. When appropriate, a subheading under this item shall be included for the "INSTALLATION OF COMMITTEE/COMMISSION APPOINTEES."

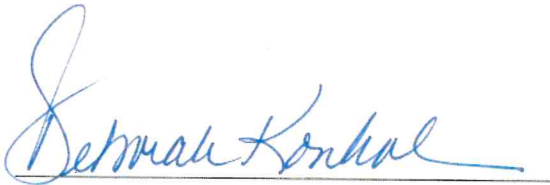
PASSED AND ADOPTED at the meeting held on the 29th day of November, 2004.

  
\_\_\_\_\_  
Mayor

ATTEST:  
  
\_\_\_\_\_  
City Clerk

I do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Millbrae this 29<sup>th</sup> day of November, 2004, by the following vote:

AYES:	COUNCILMEMBERS:	Hershman, Quigg, Gottschalk, Holober, and Larson
NOES:	COUNCILMEMBERS:	None
ABSENT:	COUNCILMEMBERS:	None
ABSTAIN:	COUNCILMEMBERS:	None

  
CITY CLERK