



Mark Armstrong, Mayor
Marisol Rubio, Vice Mayor
Richard Adler, Councilmember
Robert Jweinat, Councilmember
Sridhar Verose, Councilmember

City of San Ramon City Council Agenda

**San Ramon City Hall
Training Room, 1st Floor
7000 Bollinger Canyon Road**

**June 30, 2026
5:00 PM
Special Meeting**

Agenda Questions: Contact the City Clerk (925) 973-2539 or email to cityclerk@sanramon.ca.gov.

Please refer to the end of the agenda to review options for participation in the meeting. This agenda is posted in accordance with Government Code Section 54954.2(a). Unless stated otherwise, every item on the agenda is exempt from CEQA Guidelines § 15060(c), 15061(b)(3), 15273, 15378, 15301, 15323 and/or Public Resources Code § 21065.

- 1. Call to Order/Roll Call**
- 2. Council Business**
 - 2.1. Discussion and Direction Regarding Public Hearing Procedures
- 3. Adjournment**

How to View or Participate in the Meeting

In Person:

Members of the public may provide comments in-person at the meeting. For disability related accommodations, please contact the City Clerk's Office at least 48 hours in advance.

Written Communication by Email:

Email public comments to cityclerk@sanramon.ca.gov. Comments received up to **two hours before** the meeting will be emailed to the City Council, placed in the red binder at the back of the meeting room, and posted online at <https://sanramonca.portal.civicclerk.com/> under the meeting date, within Public Comment. Public comment will also be made available for public inspection at San Ramon City Hall, 7000 Bollinger Canyon Road, San Ramon, CA during normal business hours. Comments received after the cutoff will be provided to the Council the following day and also posted online as noted above. Please include **"Public Comment"** in the subject line and your **name** and **agenda item** in the body. Written comments will not be read aloud.

Attendee Conduct:

There will be zero tolerance for any person addressing the Council making profane, offensive and disruptive remarks, or engaging in loud, boisterous, or other disorderly conduct, that disrupts the orderly conduct of the public meeting. Specifically, it is important for all speakers to adhere to the following guidelines for participation in this meeting:

- a. No profanity or obscenity.
- b. Refrain from personal threats or attacks.
- c. Refrain from hateful epithets and demeaning language based on any person's race, religion, sexual orientation, ethnicity, gender, or disability.
- d. Respect all people that are present or watching.

At the discretion of the Mayor, a speaker may forfeit speaking time for any of the following reasons:

- a. Exceeding the allotted time to speak;
- b. Yelling, screaming, or other behavior that renders this Council unable to continue the meeting;
- c. Excessive profanity or slander;
- d. Specific threats or "fighting words" that incite violence; or
- e. Speech that is outside the subject matter jurisdiction of the Council or the specific agenda item in which you are speaking.

While the City of San Ramon upholds the First Amendment rights of all participants, we do not accept or endorse offensive or hateful comments made during our meetings. We celebrate the diversity of our community and strive to maintain a welcoming and inclusive environment for all.



**City Council Staff Report
Item No. 2.1.**

Date: June 30, 2026

To: San Ramon City Council

From: Martin Lysons, City Attorney

Subject: Discussion and Direction Regarding Public Hearing Procedures

Recommendation:

Receive Report and Provide Direction to Staff and City Attorney

Background:

The City Attorney will provide an overview of the laws, regulations, and rules that govern the conduct of public meetings in San Ramon and seek input from Councilmembers regarding desired changes to the rules for the conduct of meetings.

On May 26, 2026, the Deputy City Manager gave a presentation to the Council discussing options regarding meeting efficiency, including changing start and adjournment times. The staff report for that presentation included as an attachment Resolution No.2019-097 (the "2019 Resolution"), which, among other things, establishes Rules for the Conduct of Meetings of the City Council.

The Council gave direction to staff to make changes to the rules pertaining to start times and other features of the City Council meetings. These changes were memorialized by the Council in Resolution 2026-084 (the "2026 Resolution," included as Attachment A to this report), which the Council adopted on June 23, 2026. However, the 2026 Resolution did not amend Council rules that pertain to other elements of Council, Commission, and Committee meetings. As new AB 2449 requirements for remote public participation go into effect on July 1, other sections of the 2026 Resolution are due for Council review and possible revision. Tonight's presentation will focus primarily on the following:

Paragraph 11: Addressing the Council

Paragraph 12: Manner of Addressing the Council

Paragraph 13: Voting

Paragraph 14: Order and Decorum.

The primary goal of this presentation will be to review the rules of conduct and explore ways to improve the efficiency of meetings by managing communications between Council and the public, between Councilmembers, and by limiting and minimizing disruptions by members of the public.

The City Attorney will present a summary of portions of the Brown Act, Robert's Rules of Order, and the City's Resolution that are pertinent to efficient and fair conduct of City Council and other City public meetings. At the end of the presentation, the Council will be asked whether the 2026 Resolution should be amended again to effect changes to the Council's rules of conduct.

Attachment(s):

- A. Resolution No. 2026-084

RESOLUTION NO. 2026-084

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAMON
AMENDING RESOLUTION NO. 2019-097 ESTABLISHING RULES
FOR THE CONDUCT OF MEETINGS OF THE CITY COUNCIL**

WHEREAS, Section 36813 of the Government Code, State of California, authorizes a City Council to establish rules for the conduct of its meetings.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of San Ramon does hereby adopt the following rules in accordance with San Ramon Municipal Code Sections A4.1 - A4-6:

1. **REGULAR MEETINGS.**

(a) **Time.** Regular meetings of the City Council shall be held on the second and fourth Tuesday of each month at the hour of 6:30 PM. Whenever the day fixed for any regular meeting of the Council falls upon a day designated as a holiday, the meeting shall be rescheduled or cancelled.

(b) **Place.** All regular meetings of the Council shall be held in the place designated by ordinance (Council Chamber).

(c) **Public.** All meetings of the Council shall be open to the public; provided, however, the City Council may hold closed sessions as provided by the laws of the State of California.

2. **SPECIAL MEETINGS.** A special meeting may be ordered at any time by the Mayor whenever the public business may require it or upon the written request of any three members of the Council. Whenever a special meeting shall be called, written notice of such meeting shall be provided by the City Clerk to each member of the Council and such notice must be delivered and posted at least twenty-four hours before the time of such meeting as specified in the notice. The order shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meetings by the Council.

3. **AGENDA.** In order to facilitate the orderly conduct of the business of the Council, the City Clerk shall be notified not later than 5 pm of the Wednesday immediately preceding a regular Council meeting of all reports, communications, ordinances, resolutions, contract documents or other matters to be submitted to the Council at such meeting. Immediately thereafter the City Clerk shall arrange an agenda of such matters according to the order of business and furnish each member of the Council, the City Manager and the City Attorney with a copy of the agenda prior to the Council meeting and as far in advance of the meeting as time for preparation will permit. The Clerk shall also post copies of the agenda at the places specified by resolution for posting of ordinances.

The City Clerk shall mark "Consent" those items on the agenda regarding which it can be reasonably be expected that there will be no discussion by members of the City Council, the City staff or interested persons in the audience. The Council shall consider all of the items on the agenda marked "Consent" at one time by vote after a motion has been duly made and seconded. If any member of the City Council or City staff or any interested person in the audience requests that a consent item be removed from the list of consent items, such item shall be taken up for consideration and disposition after action on the Consent Calendar.

4. **THE PRESIDING OFFICER.** The Mayor shall preside at all meetings and perform such other duties consistent with the office as may be imposed by the Council. The Mayor shall be recognized as the official head of the City for all ceremonial purposes and by the Governor for military purposes. In the time of public danger or emergency, the Mayor may, with the consent of the Council, cause order to be maintained and enforce laws.

The Mayor shall preserve strict order and decorum at all regular and special meetings of the Council. The Mayor may announce special rules for the consideration of a particular item on the agenda, such as, but not limited to; the length of time persons may speak; require that, if desirable, a spokesman address the Council on behalf of a group of persons and, in the event of a hearing, provide time for arguments and rebuttals from proponents and opponents. The Mayor shall state every question coming before the Council, call for the vote, announce the decision of the Council on all subjects and decide all questions of order, subject, however, to an appeal to the Council, in which event a majority vote of the Council shall govern and conclusively determine such question of order. The Mayor shall sign all ordinances adopted by the Council during the Mayor's presence. In the event of the absence of the Mayor, the Mayor Pro Tem shall sign ordinances as then adopted.

5. **CALL TO ORDER.** The Mayor, or in the Mayor's absence, the Mayor Pro Tem, shall take the chair at the hour appointed for the meeting, and shall immediately call the Council to order. In the absence of the Mayor or Mayor Pro Tem, the City Clerk shall call the Council to order whereupon a temporary chair shall be elected by the members of the Council present. Upon the arrival of the Mayor or Mayor Pro tem, the temporary chair shall immediately relinquish the chair upon the conclusion of the business immediately before the Council.

6. **ATTENDANCE.** Before proceeding with the business of the Council, the City Clerk shall enter into the minutes the names of the members present or absent. No formal roll call need be taken.

7. **QUORUM.** A majority of the members of the Council shall constitute a quorum for the transaction of business, but a lesser number than a quorum may adjourn from time to time. The Council may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. If all members are absent from any regular or adjourned regular meeting, the City Clerk may declare the meeting adjourned to a stated time and place. The City Clerk shall cause written notice of the adjournment to be given in the same manner as provided for special meetings unless the notice is waived as provided for special meetings. A copy of the order or notice of adjournment shall be posted at the City Hall and other places designated by the Council

within twenty-four hours after the time of adjournment. Whenever a regular or adjourned regular meeting is adjourned as provided in this section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting shall be held, it shall be held at the hour specified for regular meetings. A regular meeting shall stop at 10:00 PM unless the Council votes to extend it in 30 minute increments.

8. **ORDER OF BUSINESS.** Promptly at the hour set on the date of each regular meeting, the members of the City Council, City Clerk, City Attorney, and City Manager shall take their regular stations in the Council Chambers and the business of the Council shall be taken up for consideration and disposition in the order listed on the agenda except that with the unanimous consent of the Council, a matter may be taken up out of order.

9. **READING OF MINUTES.** Unless the reading of the minutes of a Council meeting is requested by a member of the Council, the minutes may be approved without reading if the Clerk has previously furnished each member with a copy thereof.

10. **RULES OF DEBATE.**

(a) **Presiding Officer may debate.** The Mayor or other member of the Council as may be presiding may move, second and debate from the chair, subject only to the limitations of debate as these rules imposed upon all members. The Mayor shall not be deprived of any of the rights and privileges of a Councilmember by reason of action as the Presiding Officer.

(b) **Getting the floor.** Every member desiring to speak shall address the chair and, upon recognition by the Presiding Officer, shall confine remarks to the question under debate.

(c) **Interruptions.** A member once recognized shall not be interrupted when speaking unless it to be called to order, or as herein otherwise provided. If a member, while speaking, be called to order, the member shall cease speaking until the question of order be determined and, if in order, shall be permitted to proceed.

(d) **Privilege of closing debate.** The Councilmember moving the adoption of an ordinance or resolution shall have the privilege of closing the debate.

(e) **Motion to reconsider.** A motion to reconsider any action taken by the Council may be made no later than the next regular meeting. It may be made either immediately during the same session or at a recessed or adjourned session thereof. The motion must be made by one of the prevailing side, but may be seconded by any member, and may be made at any time and have precedence over all other motions or while a member has the floor; it shall be debatable. Nothing herein shall be construed to prevent any member of the Council from making or remaking the same or other motion at a subsequent meeting of the Council.

(f) **Remarks of Councilmember.** A Councilmember may request through the Presiding Officer, the privilege of having an abstract of a statement on any subject under consideration

by the Council entered in the minutes. If the Council majority consents the statement shall be entered in the minutes.

(g) Rules of Order. Except as otherwise provided in this resolution, the current edition of "Roberts Rules of Order" shall govern the conduct of the meetings of the City Council.

11. ADDRESSING THE COUNCIL. Any person desiring to address the Council at a meeting shall first secure the permission of the Presiding Officer to do so; provided, however, that under the following headings of business, any qualified and interested person shall have the right to address the Council upon obtaining recognition by the Presiding Officer.

(a) Written Communications. Interested persons or their authorized representative may address the Council by written communication on any matters concerning the City's business. The written communication shall be delivered to the City Clerk no later than 5 PM on the date of the meeting.

(b) Oral Communications. Interested persons in the audience or their authorized representatives may address the Council by oral communication on any matters over which the Council has control. Speakers may only speak once under Public Comment. Aggregation of speaker time is not permitted.

12. MANNER OF ADDRESSING COUNCIL. Each person shall stand at the podium. All remarks shall be addressed to the Council as a body and not to any specific member. No person, other than the Council and person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the Council, without the permission of the Presiding Officer. No question shall be asked of a Councilmember except through the Presiding Officer. No person may address the Council for more than three minutes unless the Presiding Officer allows more time.

13. VOTING.

(a) Members of the Council shall vote on all ordinances, resolutions and other matters unless a roll call vote is required by law or is requested by a Councilmember. Silence shall be recorded as an affirmative vote. The Clerk shall show on ordinances and resolutions the names of Councilmembers and their votes.

(b) The vote on any matter being considered by the Council may be delayed by the Presiding Officer until all members of the Council present for a meeting, and not excused, are present at the Council table.

(c) A member of the Council who has a conflict of interest regarding any matter being considered by the Council shall declare the conflict and excuse himself or herself from participating in the Council's deliberations and decision regarding that matter.

14. ORDER AND DECORUM.

(a) By Councilmembers. While the Council is in session, the members must preserve order and decorum, and a member shall neither by conversation or otherwise, delay or interrupt the proceedings of the peace of the Council nor disturb any member while speaking or refuse to obey the order of the Council or its Presiding Officer, except as otherwise herein provided.

(b) By Other Persons. Any person making personal, impertinent, or slanderous remarks or who shall become boisterous while addressing the Council or who shall by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council or disturb any member while speaking or refuse to obey the orders of the Council or its Presiding Officer shall be forthwith barred by the Presiding Officer from further audience before the Council, unless permission to continue be granted by a majority vote of the Council. In the interest of an orderly meeting, applause and/or jeering shall not be permitted.

(c) Enforcement of Order and Decorum. A law enforcement officer may be designated as Sergeant-at-Arms of the Council meetings when requested by the Presiding Officer. The law enforcement officer shall carry out all orders and instructions given at the Council meeting. Upon instruction of the Presiding Officer, it shall be the duty of the Sergeant-at-Arms to remove any person who violates the order and decorum of a Council meeting. Violation of the order is a misdemeanor.

15. SPECIAL COMMITTEES.

(a) All special committees shall be appointed by approval of the Council.

(b) City Council and Commission members shall be appointed by the Council to serve as liaisons to City citizens' advisory committees. As liaisons they shall have non-voting status unless other public agencies are represented on the committee.

(c) City Council and Commission members shall be appointed by the Council to serve on Council and Commission subcommittees. As subcommittee members they shall have voting status.

(d) City Council and Commission member representatives to other agencies shall be appointed by the Council and shall vote their opinion unless otherwise directed.

16. PROTESTS. Any Councilmember shall have the right to have the reasons for dissent from, or protest against, any action of the Council entered in the minutes.

17. ADJOURNMENT. A motion to adjourn shall always be in order and decided.

Signatures on following page

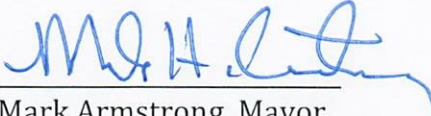
PASSED, APPROVED, AND ADOPTED, at a regular meeting of the City Council of the City of San Ramon on June 23, 2026, by the following vote:

AYES: *Cm. Adler, Jweinat, Rubio, Verose, and Mayor Armstrong*

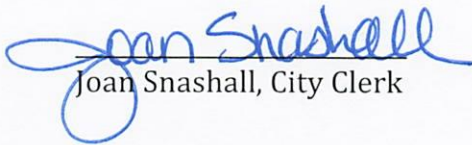
NOES:

ABSENT:

ABSTAIN:


Mark Armstrong, Mayor

ATTEST:


Joan Snashall, City Clerk