RESOLUTION NO. 2026-R23

A RESOLUTION ESTABLISHING PROCEDURAL RULES FOR CONDUCTING LEGISLATIVE MEETINGS WITHIN THE CITY OF MONTEREY PARK

BE IT RESOLVED by the Monterey Park City Council as follows:

SECTION 1: **Adoption of Rules**. The City Council adopts the attached Rules of Procedure, which are incorporated by reference, for conducting meetings of all legislative bodies within the City of Monterey Park. These Rules become effective upon adoption and remain effective unless amended, repealed, or superseded. These Rules are intended to comply with the Ralph M. Brown Act, Government Code §§ 54950 through 54963, and other applicable law. To the extent of any conflict, applicable law controls.

SECTION 2: **Supersession**. This Resolution supersedes all previous resolutions, policies, exhibits, protocols, and procedural rules addressing the conduct of City Council meetings to the extent they conflict with or duplicate these Rules. Any prior provisions inconsistent with these Rules are repealed and of no further force or effect.

SECTION 3: **Severability**. If any part of this Resolution or its application is held invalid, the remainder will remain in full force and effect.

SECTION 4: **Electronic Signatures and Recordation**. This Resolution may be executed with electronic signatures consistent with Government Code section 16.5. The Mayor, or presiding officer, is authorized to sign this Resolution, and the City Clerk, or duly authorized deputy, may attest to it.

SECTION 5: **Recordation**. The Mayor, or presiding officer, is authorized to sign this Resolution signifying its adoption by the City Council of the City of Monterey Park and the City Clerk, or her duly appointed deputy, may attest thereto.

SECTION 6: **Effective Date**. This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 15th day of April, 2026.

Elizabeth Yang, Mayor

Attest:

Maychelle Yee, City Clerk

Approved as to Form:

Karl H. Berger, City Attorney

State of California)
County of Los Angeles) §
City of Monterey Park)

I, Maychelle Yee, City Clerk of the City of Monterey Park, California, do hereby certify that the foregoing Resolution No. 2026-R23 was duly and regularly adopted by the City Council of the City of Monterey Park at a regular meeting held on the 15th day of April, 2026, by the following vote:

Ayes:	Council Members:	Ngo, Wong, Sanchez, Lo, Yang
Noes:	Council Members:	None
Absent:	Council Members:	None
Abstain:	Council Members:	None
Recusal:	Council Members:	None

Dated this 15th day of April, 2026.



Maychelle Yee, City Clerk
Monterey Park, California

MEETING RULES OF PROCEDURE

(Resolution No. 26-xx, adopted April 15, 2026)

1. Authority and Purpose

1.1 Authority

These Rules govern the conduct of all meetings of legislative bodies within the City of Monterey Park. For subordinate legislative bodies, the duties assigned to the Mayor and Vice-Mayor by these Rules apply to the presiding officer.

1.2 Purpose

These Rules are adopted to facilitate orderly, efficient, fair, and legally compliant meetings, to preserve public participation, and to provide clear procedures for the conduct of City Council business.

1.3 Governing Law

All meetings will be conducted in accordance with applicable provisions of the Government Code (i.e., the Brown Act), the Monterey Park Municipal Code, and these Rules. Any procedural issue not expressly addressed in these Rules may be determined by the Mayor, subject to appeal to the City Council and applicable law.

1.4 Procedural Nature of Rules

These Rules are procedural only. Failure to strictly follow a procedural provision does not invalidate an action that otherwise complies with applicable law.

2. Meetings

2.1 Public Meetings

All meetings of the City Council, except closed sessions authorized by law, are open to the public.

2.2 Quorum

Three members of the City Council constitute a quorum. If less than a quorum is present, the City Clerk will record the members in attendance in the meeting minutes

and the meeting may be adjourned to a later time. If no members are present, the City Clerk may adjourn the meeting pursuant to Government Code § 54955.

2.3 Presiding Officer

The Mayor presides at all meetings when present. In the Mayor's absence, the Vice Mayor presides. In the absence of both, the Councilmembers present may select a temporary presiding officer by majority vote.

2.4 Call to Order

The Mayor or Vice Mayor will call the meeting to order at the time stated in the notice and agenda. If both are absent, the City Clerk will call the meeting to order for the purpose of selecting a temporary presiding officer.

2.5 Attendance of Officers

The City Manager, City Attorney, and City Clerk, or their designees when authorized, should attend all meetings. The City Manager may participate in discussion but may not vote. The City Attorney may provide legal advice and serve as parliamentarian. The City Clerk maintains the official record.

2.6 Minutes

The City Clerk will record the public proceedings of the City Council in the official minutes, which become public record after Council approval. Unless a majority of the quorum requests otherwise, minutes may be approved without being read aloud.

3. Agenda and Order of Business

3.1 Agenda Preparation

The agenda will be prepared in accordance with procedures directed by the City Manager and applicable law.

3.2 Action Limited to Posted Agenda

The City Council may act only on items appearing on the posted agenda except as otherwise permitted by Government Code § 54954.2 or other applicable law.

3.3 Consent Calendar

Monterey Park

Consent Calendar items are routine matters that the City Manager believes generally do not require separate discussion. Any Councilmember may remove an item for separate consideration, and an item may also be removed upon receipt of a written request for public comment on that item.

3.4 City Communications

Items of interest not listed elsewhere on the agenda, including conference or meeting reports, may be discussed under City Communications, but no action may be taken other than to receive the information or refer the matter to staff.

3.5 Future Agenda Items

The agenda may include a "Future Agenda Items" section during which a Councilmember may make a non-debatable motion to place an item on a future agenda. Placement requires a majority vote. The City Manager retains discretion regarding scheduling unless otherwise directed by the City Council.

3.6 Document Preparation

Unless otherwise directed by the City Council or City Manager, documents to be placed on the agenda should be approved as to form and legality by the City Attorney or designee before presentation to the City Council.

4. Public Participation and Decorum

4.1 Public Right to Address the Council

Any person may address the City Council during public comment, during a public hearing, or with the consent of a majority of the quorum, subject to these Rules and applicable law.

4.2 Scope of Comment

For regular meetings, members of the public may address the City Council on matters within the Council's subject-matter jurisdiction during the public comment portion of the agenda. For special meetings, public comment may be limited to matters listed on the agenda as permitted by Government Code § 54954.3(a). Written comments must be received by the City Clerk at least 24 hours before a scheduled meeting to be considered by the City Council. Written comments will not be verbally read into the record.

4.3 Speaker Procedures

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Persons addressing the City Council must provide any information reasonably requested by the City Clerk for the record, speak from the podium or approved remote platform, and state their name and address for the record unless not required by law. Remarks must be directed to the City Council as a body, not to individual Councilmembers or staff. No question may be asked of Councilmembers or City staff except through the presiding officer.

4.4 Time Limits

Unless a different rule applies to a public hearing or the presiding officer changes the limits as allowed by law, each speaker must follow the time limits in this Rule 4.4 for public comment and other agenda items. To avoid unnecessary repetition, the presiding officer may ask a group to choose one spokesperson and may reasonably limit repetitive comments.

The City Council must balance giving each speaker enough time with the need to hear everyone and finish the meeting on time. As a general guideline, the City Council will use these limits based on the number of speakers signed up:

- 5 or fewer speakers: 5 minutes each.
- 6–20 speakers: 3 minutes each.
- 21–40 speakers: 2 minutes each.
- 41 or more speakers: 1 minute each.

The Mayor or City Council may change these time limits under this Policy, but the same limit must apply to all speakers. Public comment time is non-transferable: speakers must not give their time to someone else or use time that another speaker did not use.

These time limits apply to all agenda items taken at the beginning of the meeting, except public hearings. Public hearings will use the same method for each item unless another law or a City Council decision sets different rules.

People who want to speak must register within 15 minutes after the meeting begins.

4.5 Decorum and Disruption

All participants must conduct themselves in a manner that permits the orderly transaction of business. Disruptive conduct, including conduct that disturbs, disrupts, or impedes the meeting, is prohibited. A person who engages in disruptive conduct may be

removed from the meeting and excluded for the remainder of that meeting unless the City Council permits continued participation by majority vote.

4.6 Recognition to Speak

Councilmembers wishing to speak must first be recognized by the presiding officer and, except during City Communications or as otherwise permitted, should limit remarks to the item under consideration.

4.7 Rules of Debate and Courtesy

Debate should address the pending matter and not personalities. The presiding officer may enforce decorum, maintain order, and ensure that speakers stay on topic, while preserving fair opportunity for Council and public participation.

4.7.1 Interruptions for Privilege or Order

As a limited exception to the general rule against interrupting a speaker, a Councilmember may raise a point of privilege, point of order, or appeal the ruling of the chair when necessary to protect the orderly conduct of the meeting. The presiding officer will rule on the point or process the appeal under Section 9.1.

4.7.2 Public Information During Proceedings

To support meaningful participation, the presiding officer should, when practicable, tell the public what the Council will be doing, keep the public informed while the Council is doing it, and announce what action the Council has taken after the vote or other disposition of the item.

5. Remote Access and Technology Procedures

5.1 Recording and Virtual Meeting Notice

When meetings are conducted with remote public access, the meeting may be recorded, including public comment. Audience screen names or displayed telephone numbers may be visible as part of the recording. Unless a person is called to provide public comment, participant audio may be muted and video may be disabled. Closed sessions, if any, will not be recorded.

5.2 Methods of Remote Public Comment

When remote participation is offered, public comment may be submitted in writing before the meeting in the manner designated by the City Clerk, through the platform's recognition feature during the meeting, or by telephone using the access procedures identified on the agenda or meeting notice. To the extent practicable, the City Clerk may also accept written communications during the meeting before the close of public comment to the extent feasible under the procedures stated on the agenda.

5.3 Remote Meeting Decorum

Anonymous attendance may be permitted for audience members, but anonymous participants need not be recognized for public comment. Participants using names that violate community standards, attempting to rename themselves contrary to host controls, or attempting to bypass host controls may be denied entry to, removed from, or blocked from the meeting platform.

5.4 Disruption of Telephonic or Internet Service

If telephonic or internet service is disrupted so that the public cannot observe or attend through the authorized two-way telephonic or audiovisual platform, the City Council will recess open session for at least one hour and make a good faith effort to restore service. During the recess, the City Council may meet in closed session as permitted by law. The City Council will not reconvene open session until at least one hour has passed or service has been restored, whichever occurs first. If service has not been restored when open session reconvenes, the City Council may continue only after adopting, by roll call vote, findings that good faith efforts were made to restore service and that the public interest in continuing the meeting outweighs the public interest in remote access.

6. Motions, Debate, and Voting

6.1 Making Motions

Council action is ordinarily taken by motion. A Councilmember must be recognized before making a motion. The presiding officer will state the motion before a vote and announce the result. A roll call vote must be taken upon request of any Councilmember.

6.2 Seconding Motions

A motion may be debated after it is made. During debate, any Councilmember may call for a second. If no second is forthcoming, the motion fails for lack of a second.

6.3 Debate on Motions

After a motion is made and seconded, Councilmembers may debate the motion subject to the direction of the presiding officer and these Rules. The Mayor retains the rights of a Councilmember and may move, second, and debate while serving as presiding officer.

6.3.1 Agenda Item Discussion Sequence

Unless a different sequence is required by law, the presiding officer may conduct each agenda item in the following order: announcement of the item; staff or presenter report and recommendation; Council clarifying questions; public comment or public hearing testimony as applicable; motion and second; Council debate; vote; and announcement of the result. The presiding officer may vary this sequence for good cause, for efficiency, or to comply with applicable law.

6.3.2 Chair's Participation in Debate

To promote orderly and impartial meeting management, the presiding officer should ordinarily speak after other Councilmembers have had an opportunity to address the pending matter and should avoid making or seconding motions unless necessary to facilitate Council action. This provision is directory only and does not limit the full participatory rights of the Mayor or other presiding officer recognized elsewhere in these Rules.

6.3.3 Amendments and Substitute Motions

A pending main motion may be modified by a motion to amend. A substitute motion may be used to propose a different disposition of the matter. The presiding officer will determine whether a proposed motion is properly treated as an amendment or a substitute motion, subject to appeal under Section 9.1.

6.3.4 Priority of Motions

When multiple motions are pending, the Council should ordinarily consider the most recently made motion first, including a substitute motion before an amendment and an amendment before the main motion, unless applicable law or these Rules require otherwise. No more than three motions should be pending at the same time unless the presiding officer determines additional procedural flexibility is necessary and no Councilmember objects.

6.3.5 Motions Not Ordinarily Debatable

The following motions are not ordinarily debatable and will be put to a vote promptly after a second, subject to applicable law and any controlling provision

of these Rules: motion to adjourn; motion to recess; motion to fix the time to adjourn; motion to table; and motion to limit debate.

6.3.6 Supermajority Motions

A two-thirds vote is required for a motion to limit debate, a motion to object to consideration of an item, and a motion to suspend the rules, unless these Rules or applicable law prescribe a different standard. Nothing in this section alters any lower or higher vote threshold expressly established elsewhere in these Rules for substantive City action.

6.3.7 Withdrawal of Motion

Before voting begins, the maker of a motion may request to withdraw it. If the motion has not yet been seconded, the withdrawal is effective upon request. If the motion has been seconded or has become the subject of Council debate, the presiding officer may recognize the seconder or another Councilmember to renew the motion or may allow withdrawal unless a Councilmember objects.

6.3.8 Orders of the Day

A Councilmember may call for the orders of the day to require return to the posted agenda or the pending agenda item. If the presiding officer determines that the meeting has deviated from the agenda or pending item, the presiding officer will direct the body back to the proper order of business, subject to appeal under Section 9.1.

6.4 Order of Voting and Result

Unless a different vote is required by law, a majority of a quorum is required to transact business. The presiding officer will announce whether the motion passed or failed. Tie votes are governed by Section 6.8 and other applicable provisions of these Rules.

6.5 Votes Required for Certain Substantive Matters

Except where two Councilmembers are recused because of a legal conflict, three affirmative votes of the Council are required to approve General Plan amendments, amendments to the MPMC, zone changes, variances, conditional use permits, prezoning for annexations, subdivision maps, and parcel maps. If approval of such a substantive matter fails because three affirmative votes are not obtained, the matter will automatically be continued to the next regular City Council meeting. If the matter is neither approved nor denied at that next regular meeting, it is deemed denied unless

the applicant requests an additional vote at the next regular meeting. No appeal fee will be charged for an appeal required because of a tie vote or the lack of sufficient affirmative votes where the matter is not subsequently denied.

6.6 Failure to Vote and Abstentions

A Councilmember should vote unless disqualified by a legal conflict of interest. A Councilmember abstaining due to a legal conflict of interest is not counted as part of the quorum and is not deemed to vote. A Councilmember abstaining for reasons other than a legal conflict remains counted for purposes of quorum.

6.7 Silence During Voice Vote

During a collective vote of ayes and nays, silence of any Councilmember denotes an affirmative vote unless a different voting method is used or a Councilmember states an abstention or disqualification.

6.8 Tie Votes

If a tie vote occurs when a Councilmember is absent, the item will be automatically continued once to the next regular meeting. If a tie vote results from a Councilmember's abstention, the motion is lost, except that a tie vote on an appeal is deemed to deny the appeal.

6.9 Changing a Vote

A Councilmember may change a vote only immediately after the vote is announced and before the next agenda item is called.

6.10 Reconsideration

A motion to reconsider may be made before adjournment of the meeting at which the original action was taken. It may be made by a Councilmember on the prevailing side or, in the case of a lost motion, by any Councilmember; it may be seconded by any Councilmember. The motion is debatable and takes precedence over a pending motion. If the action to be reconsidered involves a public hearing item, the item must be re-noticed if reconsideration passes unless it is clearly established that all interested members of the public are still present.

7. Public Hearing Procedures

7.1 Opening the Hearing

For a public hearing, the Mayor announces the subject, confirms with the City Clerk that notice was properly given, opens the hearing, and calls for disclosure of conflicts and ex parte contacts if applicable.

7.2 Staff and Written Materials

The staff report and other written materials in the agenda packet are received and filed. Additional written materials may also be received and filed. Staff may present an oral report and respond to Councilmember questions.

7.3 Public Testimony

The purpose of public testimony is to provide an opportunity for interested persons to support or oppose the matter under consideration. The presiding officer may instruct speakers regarding required speaker forms, use of the podium or remote access tools, identification for the record, applicable time limits, and avoidance of repetition. The applicant or representative normally speaks first and may be allotted up to ten minutes, including rebuttal time.

7.4 Council Deliberation

After public testimony concludes, the City Council may ask clarifying questions, deliberate, and consider motions.

7.5 Action on Public Hearing Items

The City Council may continue an open public hearing, vote on the item, adopt amendments, allow further public comment when appropriate, or close the hearing and continue the matter for later decision. Continuing an open public hearing to a specific date does not require additional notice.

8. Evidence and Record

8.1 Documentary and Oral Evidence

Documentary evidence, exhibits, written communications, and staff reports relied upon by the City Council must be made part of the record. Oral evidence may be taken under oath or affirmation if requested by the City Council. The Mayor or City Clerk may administer the oath.

8.2 Communications and Petitions

Communications and petitions may be read aloud in full or in summary, and a full reading must be provided if requested by a majority of the Council. Such materials may be received into evidence at the Council's discretion.

8.3 Displays and Maps

Large maps and displays used at a hearing should be displayed in full view of the Council and, when practicable, included in the record or reduced to an authentic smaller format for the record.

8.4 Admissibility

A public hearing need not follow formal rules of evidence. Relevant evidence of a type on which reasonable persons rely may be accepted, while irrelevant or unduly repetitious evidence may be excluded.

9. Appeals, Privilege, and Continuances

9.1 Appeals of Rulings

Any ruling of the presiding officer may be appealed by a Councilmember. The presiding officer must call for a roll call vote on whether the ruling will be upheld.

9.2 Personal Privilege and Protest

A Councilmember may address the Council on a question of personal privilege when the Councilmember's integrity, character, motives, or the welfare of the Council is at issue, but may not interrupt a speaker until recognized. Any Councilmember may enter into the public record reasons for dissent or protest against a motion carried by the majority.

9.3 Continuances

Upon request of a Councilmember and by majority vote, an item not subject to a deadline may be continued to an agreed meeting date. Any interested person may also request a continuance, which the City Council may grant by majority vote.

10. Adjournment, Amendment, and Ceremonial Items

10.1 Adjournment Time

At 11:00 p.m., if the business of the meeting has not concluded, the Mayor will poll the Councilmembers. Upon majority vote, the meeting may be extended for up to one

additional hour, and thereafter may be extended in one-hour increments by majority vote.

10.2 Amendment or Suspension of Rules

The City Council may amend or suspend these Rules at any time by majority vote, subject to applicable law. Failure to comply with these Rules does not affect any action taken by the City Council in accordance with applicable law.

10.3 Certificates and Proclamations

Presentation of certificates and proclamations remains honorary and ceremonial. The Mayor or presiding officer conducts presentations concerning City-sponsored events and proclamations. Certificates and proclamations presented at regular meetings should include the signatures required by Council policy, and requests should be submitted sufficiently in advance to permit preparation.