



**CITY OF CARSON  
COUNCIL POLICY & PROCEDURE**

1015  
0915

NUMBER: 1.02.03

SUBJECT

SEATING ON THE DAIS

ORIGINAL ISSUE:

September 1, 2009

EFFECTIVE:

9/2/2009

CURRENT ISSUE:

September 16, 2015

EFFECTIVE:

9/17/2015

ORIGINATING DEPARTMENT

CITY MANAGER'S DEPT.

SUPERCEDES:

SMP 1.64

**I. PURPOSE AND SCOPE**

The purpose of this Council policy is to amend the current Standard Management Procedure (SMP 1.64), the policy of the City Council that designates the Mayor as the authority on the seating assignments of all elected officials in the Council Chambers, including the City Clerk and City Treasurer.

**II. GENERAL**

The Mayor will determine the individual elected officials seating assignments for all meetings held in the Helen Kawagoe City Council Chambers or alternate location should a meeting be held outside of the Council Chambers.

**III. PROCEDURE**

The Mayor will determine the seating assignments by communicating the desired seat assignments to the City Manager privately or during a public meeting. The City Manager will then work with staff to take the necessary steps related to signage and/or the electronic voting system.

**IV. EXCEPTION**

There shall be no exceptions to this policy unless through direct instructions of the City Council at a public meeting in compliance with all notice and agenda requirements of the Ralph M. Brown Act.

**V. BY THE AUTHORITY OF THE CITY COUNCIL, AS APPROVED ON**

September 17, 2015

Date

4

Agenda Item No.

EXHIBIT NO - 1

3

**Item No. 4            2015-723**

**CONSIDER SMP 1.64, SEATING ARRANGEMENT ON THE DIAS, FOR ANY CHANGES  
THE CITY COUNCIL DEEMS APPROPRIATE**

Recommendation: CONSIDER and PROVIDE direction.

ACTION: It was moved to approve City Council Policy 1.02.03 on motion of Robles,  
seconded by Santarina and unanimously carried by the following vote:

Ayes: Mayor Robles, Mayor Pro Tem Santarina, Council Member Davis-Holmes,  
Council Member Hilton and Council Member Gause

Noes: None

Abstain: None

Absent: None