

**SUBJECT: UPDATE FROM THE CITY CLERK REGARDING VIDEO RECORDING COMMISSION MEETINGS AND DISCUSSION OF THE RALPH M. BROWN ACT, ROSENBERG'S RULES OF ORDER, AND OVERALL MEETING MANAGEMENT STRATEGIES**

**INITIATED BY: ADMINISTRATIVE SERVICES DEPARTMENT**

Melissa Crowder, City Clerk

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**STATEMENT ON THE SUBJECT:**

The City Clerk will provide an update on the recording and publishing of Commission meetings beginning in April 2025 as well as review the Ralph M. Brown Act, Rosenberg's Rules of Order, and overall meeting management strategies.

**RECOMMENDATIONS:**

Receive the presentation from the City Clerk's Office.

**BACKGROUND / ANALYSIS:**

At the October 21, 2024 City Council meeting, the City Council discussed increasing the visibility of the Human Services Commission ([Item F.3.](#)). During the [discussion](#) of the item, the City Council discussed equity with the other City Commissions as well as the staffing challenges with adding additional broadcasted City Commission meetings. As a result of this discussion, the City Council directed staff to record all City Commission meetings.

Since the October meeting, the Commission secretaries have received training on using Zoom in the public meeting rooms. Staff in the City Clerk's Division have been trained on utilizing YouTube to upload, trim, and publish the Commission meetings.

To achieve this and ensure that we are providing the best quality video recordings of the Commission meetings, the City Clerk will review the Ralph M. Brown Act, Rosenberg's Rules of Order, and overall meeting management strategies with the Commissioners.

**CONFORMANCE WITH VISION 2020 AND THE GOALS OF THE WEST HOLLYWOOD GENERAL PLAN:**

This item is consistent with the Primary Strategic Goal(s) (PSG) and/or Ongoing Strategic Program(s) (OSP) of:

- OSP-1: Adaptability to Future Change.

In addition, this item is compliant with the following goal(s) of the West Hollywood General Plan:

- G-2: Maintain transparency and integrity in West Hollywood's decision-making process.

**EVALUATION PROCESSES:**

N/A

**ENVIRONMENTAL SUSTAINABILITY AND HEALTH:**

N/A

**COMMUNITY ENGAGEMENT:**

All discussions occur in a noticed, Brown Act meeting which are open to the public.

**OFFICE OF PRIMARY RESPONSIBILITY:**

ADMINISTRATIVE SERVICES DEPARTMENT / CITY CLERK DIVISION

**FISCAL IMPACT:**

None.

**ATTACHMENT:**

None.