



STAFF REPORT

City Council

Meeting Date:

1/13/2026

Staff Report Number:

26-002-CC

Regular Business:

Approve 2026 City Council roll call voting procedure

Recommendation

Staff recommends the City Council approve the roll call voting procedure for 2026.

Policy Issues

In accordance with Government Code §54953(b)(2)(a), when one or more City Councilmembers participates in an open and public meeting via teleconferencing (i.e., any "remote" appearance) all votes taken at said public meeting must be by roll call. Additionally, the City Council Procedures Manual (Attachment A) requires the City Council to determine the order of roll call voting.

Background

On Aug. 13, 2024, the City Council approved the current City Council Procedures Manual (Manual). A new roll call voting procedure was included in the voting section of the manual and specifies that roll call voting shall be determined by the City Council, at a meeting in January, with the presiding officer (i.e., Mayor) called last.

Over the past year, the City Council's roll call vote has been taken in alphabetical order using legal first name with the Mayor voting last.

Analysis

For the 2026 calendar year, the City Council may choose to approve the current practice of taking roll call vote in alphabetical order using legal first name with the presiding officer called last or direct any variation of the roll call order.

Impact on City Resources

There is no impact on City resources.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§15378 and 15061(b)(3) as it is a minor change that will not result in any direct or indirect physical change in the environment.

Attachments

- A. Hyperlink – Manual: www.menlopark.gov/files/sharedassets/public/v/1/city-managers-office/documents/city-council-procedures-manual.pdf

Report prepared by:

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