



Meeting Guidelines

THE SANTA CRUZ CITY COUNCIL WELCOMES YOU
TO THIS MEETING AND
INVITES YOUR PARTICIPATION.

Hilary Bryant, Mayor

Lynn Robinson, Vice Mayor
David Terrazas
Pamela Comstock

Don Lane
Cynthia Mathews
Micah Posner

Visit the City's website at www.cityofsantacruz.com with links including City Council and Advisory Body Meeting Agendas and Minutes, advisory body information, and the Santa Cruz Municipal Code.

Written comments to agenda items may be submitted. Any material submitted by Wednesday at 2 p.m. prior to the Tuesday meeting will be included in the Council packet. Material submitted after Wednesday at 2 p.m. will be placed in Councilmember offices, or at their seats in Council Chambers. An early submission will guarantee inclusion in the packet.

Agendas are available in the City Clerk's Department, on the City's website, or can be e-mailed to you upon request through the website. Contact the City Clerk's Department at 420-5030 for more information.

A complete agenda packet is available for review in the Main Library, on the website, and will be available at the Council meeting.

The City of Santa Cruz does not discriminate against persons with disabilities. Out of consideration for people with chemical sensitivities, we ask that you attend fragrance free. Upon request, the agenda can be provided in a format to accommodate special needs. Additionally, if you wish to attend this public meeting and will require assistance such as an interpreter for American Sign Language, Spanish, or other special equipment, please call the City Clerk's Department at 420-5030 at least five days in advance so that we can arrange for such special assistance. The Cal-Relay system number: 1-800-735-2922.

THE FOLLOWING INFORMATION WILL AID YOU IN UNDERSTANDING THE PROCEDURES BY WHICH
THE SANTA CRUZ CITY COUNCIL CONDUCTS ITS BUSINESS:

❖ CONSENT AGENDA

Prior to the City Council's consideration of the Consent Agenda, members of the public are invited to comment on Consent Agenda items. After public comment, any Councilmember may remove Consent Agenda items from the Consent Agenda. Items which remain on the Consent Agenda will be acted upon by the City Council pursuant to a single motion. Items removed from the Consent Agenda will be considered after the City Council vote on the Consent Agenda. Members of the public may comment on removed Consent Agenda items prior to the City Council action on these items.

❖ ORAL COMMUNICATIONS

If you wish to speak about an item not on the agenda, you should do so under Oral Communications. There will be one agendized time for Oral Communication—30 minutes will be allocated at the approximate hour of 5:00 p.m. Individuals may speak for a maximum of three minutes. All time limits are at the Presiding Officer's discretion.

- A maximum of 30 minutes will be set aside for members of the public to address the City Council on any item not on the agenda.
- Presentations will ordinarily be limited to **three minutes**.
- Priority will be given to individuals who did not speak at the previous Oral Communications.
- Individuals may not speak more than once during Oral Communications.
- All speakers must address the entire Council, and will not be permitted to engage in dialogue.
- The City Council may not take action on Oral Communications, but may direct that the issue discussed be agendized for a future meeting.

Speakers are encouraged and requested to sign the sheet placed near the speaker's stand so that their names may be accurately recorded in the Minutes of the meeting.

Spanish Translation Services for Council Oral Communications will be provided at 5:00 p.m. unless requested for a different time five days in advance of the meeting.

❖ SUGGESTIONS FOR SPEAKERS AT CITY COUNCIL MEETINGS

Prepare your comments beforehand for the most efficient use of your time; avoid repetition. If you are speaking about an item on the agenda, stay on the issue being considered by the Council. Your time is limited and you can raise other issues during the “Oral Communications” period.

If you have submitted your comments in writing, please do not read your entire letter aloud. A summary, highlighting key points, is sufficient.

Relax—there’s no need to be nervous. The Council truly wants to hear your comments and ideas. It does not expect a “professional” presentation. Please consider contacting City staff or a Councilmember prior to the meeting if you have questions about agenda items. The public input period is best used to present your views on an issue.

❖ SPEAKER TIMER AT PODIUM

Please be aware of the public speaker timer at the podium. You will be given a specific amount of time to address the Council. The timer will show green for speaking and yellow for a 30-second sum-up. When the light turns red your time will be up.

❖ DECORUM IN COUNCIL/SUCCESSOR AGENCY MEETINGS

Requirements

1. While the Council is in session, all persons shall preserve order and decorum. Any person making personal, impertinent, or slanderous remarks, or becoming boisterous or otherwise disrupting the Council meeting shall be barred by the presiding officer from further attendance at said meeting unless permission for continued attendance is granted by a majority vote of the Council.
2. Every member of the public and every Councilmember desiring to speak shall address the presiding officer, and upon recognition by the presiding officer, shall confine comments to the question under debate, avoiding all indecorous language and references to personalities and abiding by the following rules of civil debate.
 - (a) We may disagree, but we will be respectful of one another.
 - (b) All comments will be directed to the issue at hand.
 - (c) Personal attacks should be avoided.
3. No persons other than Councilmembers and necessary City staff are permitted on the City Council dais.
4. Hand-held recording devices may not be left unattended at the speaker’s podium or elsewhere in the Council Chambers. Cell phones, beepers, and similar devices shall be turned off or inaudible in Council Chambers during Council meetings.

❖ ENFORCEMENT

The chief of police (or representative) shall act as ex-officio sergeant-at-arms of the Council. The police chief shall carry out all orders and instructions of the presiding officer for the purpose of maintaining order and decorum in the Council Chambers.

Upon instructions of the presiding officer it shall be the duty of the sergeant-at-arms or any police officer present to eject from the Council Chambers any person in the audience who uses boisterous or profane language, or language tending to bring the Council or any Councilmember into contempt, or any person who interrupts and refuses to keep quiet or take a seat when ordered to do so by the presiding officer or otherwise disrupts the proceedings of the Council. Persons who disrupt Council meetings are subject to arrest and prosecution.

❖ ANNOUNCEMENTS

The Mayor or Councilmembers may make announcements of general interest to other Councilmembers or members of the public. These announcements may include, but not be limited to, meeting schedule information, meetings of general community interest, or other general information. No written material will be presented, no recommendations will be made, and no actions will be taken, although the Council may direct staff to report back with regard to an item that is the subject of an item for future discussion at a regular or special meeting.

❖ CONTINUED MEETINGS (IF NECESSARY)

If a City Council meeting is continued to consider unfinished business, a notice of continuance will be posted within 24 hours. Oral Communications will be heard once, not in each session, since the Brown Act only mandates that a single general public comment period must be provided per agenda. Public comment on agenda items will be addressed at the time of the continuance.

Thank you.