

POLICY TITLE: SPECIAL MEETINGS OF THE CITY COUNCIL

POLICY STATEMENT: Procedures and assigned responsibilities for the preparation and conduct of special meetings¹ (also referred to as study sessions²) shall be as described below:

1. The Mayor shall be the presiding officer and shall conduct the meeting. When a Council Committee is holding a public hearing, the meeting may be turned over to the chair of that committee for the conduct of the hearing, however, the mayor will resume his/her role as presiding officer for purposes of council deliberation and action, and adjournment.
2. The Council will deliberate and take all action(s), including staff direction, at the end of the meeting to facilitate action minute or note taking by department staff and/or Clerk.
3. Special meetings require 24-hour notice per the Brown Act, however, every effort will be made to provide the standard 72-hour notice.
4. Special meetings do not require Oral Communications, however, the following language must appear at the bottom of the agenda: The public has the right to address the City Council (or advisory body) on the item(s) appearing on this agenda.
5. The meetings shall be recorded where practical.
6. Written materials will be provided to Council no later than 72 hours preceding the meeting.
7. The Clerk will attend special meetings.
8. The City Attorney will attend special meetings at the Mayor's or Council's request.

When a special meeting is set by Council, the Clerk will be responsible for the following:

1. Legal advertising required by Government or other Code for public hearings. (The Brown Act does not require noticing of a regular or special meeting beyond posting of the agenda.)
2. Recording of special meeting where practical and taking minutes of any actions taken at the meeting where appropriate.

¹ The Brown Act recognizes special meetings of a legislative body (Council or any advisory body) as a meeting which is held on any day other than the regular meeting day or days of the body set by resolution or by-laws, e.g. the second and fourth Tuesday of each month, as in the case of the Council.

² A study session is a special meeting for purposes of the Brown Act, however it is one at which the Council receives information and materials on a specific subject matter but anticipates taking no formal actions with the exception of requesting additional information.

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3. Posting Notice of Adjournment (at the meeting site) within 24 hours of adjournment.
4. Filing of minutes or notes after distribution to the Council.

AUTHORIZATION:

Council Policy Manual Update of November 17, 1998
Revised by Resolution No. NS-30,168 on June 27, 2023