



Council Rules Committee

ACTION CALENDAR

February 25, 2003

To: Honorable Mayor and  
Members of the City Council

From: Council Rules Committee

Subject: Amendment to Council Rules of Procedure – Presentations

RECOMMENDATION:

Adopt a Resolution amending the Council Rules of Procedure and Order, Resolution No. 61,866-N.S., III. Agenda, C (4) and (5), Presentations to provide for additional written information prior to scheduling the presentation.

FINANCIAL IMPLICATIONS:

None.

CURRENT SITUATION:

Council Rules of Procedure require that a Councilmember place a request for a presentation on the Council agenda for a subsequent meeting and that video presentations be limited to ten minutes and only those in the public interest, excluding private sector commercials.

BACKGROUND:

The proposed amendment requires that a request for a presentation from any individual or group include general information regarding the purpose and content of the presentation; information on the presenters; contact information; and the length of the presentation. The Council Rules Committee will review the request and recommend a presentation date and allotted time based on the Council's schedule.

The proposed language is broad enough to include all types of presentations and eliminates the need to include specific language on video presentations.

RATIONALE FOR RECOMMENDATION:

The Council must address many time sensitive and difficult issues at its meeting. It is important the agenda for the meeting and the Council's calendar be managed effectively. To do so the Council needs to receive more complete information in advance of scheduling presentations.

CONTACT PERSON:

Sherry M. Kelly, City Clerk, 981-6900

PROPOSED PRESENTATION LANGUAGE  
COUNCIL RULES OF PROCEDURE AND ORDER

III. AGENDA

4. Scheduling a Presentation

Any request for a presentation to the Council will be submitted as an agenda item and follow the time lines for submittal of agenda items. The agenda item should include general information regarding the purpose and content of the presentation; information on the presenters; contact information; and the length of the presentation. The request may state a preference for a date before the Council. The Council Rules Committee will review the request and recommend a presentation date and allotted time based on the Council's schedule.

The City Clerk will notify the presenters of the date and time of the presentation and will coordinate use of any presentation equipment and receipt of additional written material.

5. ~~Video Presentations~~

~~In order to schedule a video presentation, the following is required:~~

- ~~a) Approval by the City Manager or Council.~~
- ~~b) Advance scheduling.~~
- ~~c) Limited to ten minutes.~~
- ~~d) Limited to those in the public interest and excludes private sector "commercials."~~

CURRENT LANGUAGE  
COUNCIL RULES OF PROCEDURE AND ORDER  
RESOLUTION NO. 61,866-N.S.  
December 10, 2002

III. AGENDA

4. Scheduling a Presentation

A Councilmember's request for a presentation will be submitted as an agenda item and voted upon by the Council, but requires that the actual presentation occur at a subsequent meeting. If the request is to hear the presentation at the same meeting the item is introduced, the sponsor of the agenda item should state the reason why the rule to place the presentation on a subsequent agenda cannot be followed.

5. Video Presentations

In order to schedule a video presentation, the following is required:

- a) Approval by the City Manager or Council.
- b) Advance scheduling.
- c) Limited to ten minutes.
- d) Limited to those in the public interest and excludes private sector "commercials."