

Memorandum



DATE November 11, 2011

TO Honorable Mayor and
Members of the City Council

SUBJECT **City Council Rules of Procedure Changes Briefing – November 16, 2011**

On Wednesday, November 16, 2011, you will be briefed on recommended changes to the City Council Rules of Procedure regarding public speakers. A copy of the briefing material is attached.

Please contact me if you have questions.



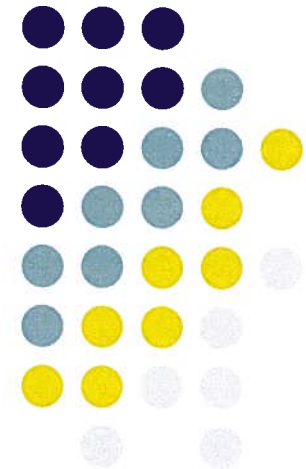
Rosa A. Rios
Acting City Secretary

C: Mary K. Suhm, City Manager
Thomas P. Perkins, City Attorney
Craig D. Kinton, City Auditor
Helena Stevens-Thompson, Assistant to the City Manager/MCC

**CITY COUNCIL RULES OF PROCEDURE
PUBLIC SPEAKER REGISTRATION
RECOMMENDED CHANGES**

ROSA A. RIOS
ACTING CITY SECRETARY

November 16, 2011



PURPOSE OF THE BRIEFING



The purpose of this briefing is to propose changes to Section 6.3 of the City Council Rules of Procedures, which addresses citizen speakers

Note: None of these changes affect the public's right to speak during city council meetings/briefings.

CURRENT RULE/PROPOSED CHANGE

City Council Rules of Procedure

Section 6.3(a)



- Proposed Change #1

Current Rule

- City Council Rules of Procedure, Section 6.3(a): “A person wishing to address the city council must first register with the city secretary and provide the following information: Name, residence address, daytime telephone number, the subject matter to be presented, and whether the subject is on the current city council meeting agenda. A person may register either in person or by telephone. The earliest a person may register for an upcoming city council meeting is 8:15 a.m. of the next regular business day following the previous city council meeting. The deadline for registering to address the council is 9:00 a.m. of the day of the meeting.”

Proposed Change

- “A person wishing to address the city council must first register with the city secretary and provide the following information: Name, residence address, daytime telephone number, the subject matter to be presented, and whether the subject is on the current city council meeting agenda. A person may register in person, by electronic mail or telephone. The earliest a person may register for an upcoming city council meeting is 8:15 a.m. of the next regular business day following the previous city council meeting. The deadline for registering to address the council is 5:00 p.m. of the business day prior to the meeting.”

CURRENT RULE/PROPOSED CHANGE

City Council Rules of Procedure

Section 6.3(c)(7)



- Proposed Change #2

Current Rule

- “Any person who has addressed the city council at either a briefing meeting or a voting agenda meeting in the preceding 30 days, excluding speaking at a public hearing, may only speak during the open microphone period at the end of the city council meeting.”

Proposed Change

- “Any person who has addressed the city council at either a briefing meeting or a voting agenda meeting in the preceding 30 days, excluding speaking at a public hearing, may only speak during the open microphone period at the end of the city council meeting and will be limited to one minute.”

WHY THE CHANGES?



- City Councilmembers would have the most up-to-date speakers' list at the beginning of each City Council meeting
- City Manager's Office staff would have more time to prepare to respond to citizens' concerns and requests for information/service and have appropriate staff available at meetings
- City Secretary's staff would have more time to assist citizens on the morning of city council meetings/briefings
- Citizens are currently allowed to register to speak by email and this change formalizes this practice

TIMELINE



- 11/16/11 – Briefing to City Council
- 11/17/11 – Begin public notification of changes
(SEC Website/Handouts)
- 12/14/11 – Consideration for approval by City Council
- 01/04/12 – Effective date of new public speaker rules