

	POLICY NUMBER	100-03
	ADOPTED	8-26-81
SUBJECT:	REVISED	12-17-86
City Council/CDC/Harbor Board/OPFA	REVISED	2-24-88
Off-Agenda Items; Public	REVISED	12-12-01
Communications: Off-Agenda Items	REVISED	9-19-07

It is the policy of the City Council that no off-agenda items requiring Council action (including the City Manager's and the City Attorney's agenda items) be considered by the City Council unless one of the following criteria is met:

- 1) An emergency situation exists;
- 2) The Council determines by a two-thirds vote, or by a unanimous vote if less than two-thirds of the Council is present, that the need to take action on the item arose subsequent to the posting of the agenda; or
- 3) The item was included in an agenda for a prior meeting occurring not more than five days prior and was continued to the meeting at which the action is to be taken.

If the Council determines that the need to take action arose subsequent to the agenda posting, pursuant to criteria 2 above, it shall make that determination by separate motion, including the reasons for the determination. Those reasons shall be reflected in the Council minutes.

It is the responsibility of the Chairperson of any Council Committee to have all items requiring Council action placed on the agenda; otherwise that item will be subject to the same restrictions as another off-agenda item.

Notwithstanding the above, a Councilmember may, under City Councilmember Reports, give an informational report on any item not on the agenda, providing that no discussion or action takes place on that item.

Public Communications on City Council/CDC/Harbor Board/OPFA Matters (off-agenda item)

Citizens shall have the right to address the City Council/CDC/Harbor Board/OPFA on any matter within the elected body's jurisdiction, subject to the time limit set forth in Policy 100-32. Citizens may address the City Council/CDC/Harbor Board/OPFA by one of the following methods:

Written Requests

Submitting an advance written request to address the City Council/CDC/Harbor Board/OPFA to the City Manager's Office no later than 10 a.m., seven days prior to the meeting, describing the item in sufficient detail for the Council/CDC/Harbor Board/OPFA to ascertain the action or discussion being requested; or

Oral Requests

Approaching the Council/CDC/Harbor Board/OPFA under Public Communications on City Council/CDC/Harbor Board/OPFA matters (off-agenda items)

The Council/CDC/Harbor Board/OPFA may hear, but not discuss or take action on, citizen communications not on the agenda. All such communications shall be routinely referred to staff for administrative action or placement on a subsequent agenda, as deemed appropriate by staff.

All request-to-speak forms must be completed and submitted to the City Clerk prior to the beginning of the item in question.