

the second public comment period.

Those wishing to speak are requested to fill out a speaker card and submit the card to the City Clerk. Each speaker may address the Council for up to three minutes at each Council meeting. The Mayor shall have the authority to limit public comments on non-agenda matters to less than three minutes based on the number of speakers wishing to address the Council. Speakers will be called in the order cards are submitted unless otherwise determined by the Mayor. The City Clerk will monitor the time for public comments and inform the speakers when the time limitation has been reached. The Council may not take immediate action on items presented under Public Comments on Non-agenda Matters but can refer the matter to staff or request its placement on a future meeting agenda.

Report Items

The Council shall consider items of City business and the introduction and adoption of ordinances and the adoption of resolutions or motions, as appropriate.

Public Hearings

The Council shall conduct all public hearings in accordance with the provisions of Sections X.A through X.G.

Written Communications

The Council shall consider all listed written communications from the public or other agencies. The agenda shall list all written communications requiring Council action.

Public Comments on Non-agenda Matters (Second Public Comment Period)

Adjournment of Meeting

III. PRESIDING OFFICER

A. Mayor to Preside

The Mayor shall be the Presiding Officer at all meetings of the City Council. In the absence of the Mayor, the Vice Mayor shall preside. In the absence of both the Mayor and Vice Mayor, the City Manager shall call the Council to order, whereupon a temporary Presiding Officer shall be elected by the Councilmembers present to serve until the arrival of the Mayor or until adjournment.

B. Powers and Duties of Presiding Officer

1. Participation

The Presiding Officer may, upon passing the gavel, move or second from the Chair. He/she shall not be deprived of any of the rights and privileges of a Councilmember by reason of his/her acting as Presiding Officer.

2. Questions to be Stated

The Presiding Officer, or such member of the City staff as he/she may designate, may verbally restate each question immediately prior to calling for the vote. Following the vote, the Presiding Officer, in his/her discretion, may publicly explain the effect of a vote for the audience, or he/she may direct a member of the City staff to do so, before proceeding to the next item of business.

3. Maintaining Order and Decorum

The Presiding Officer shall be responsible for the maintenance of order and decorum at all meetings. Any decision or ruling of the Presiding Officer may be appealed by request of any Councilmember. The Presiding Officer shall call for roll call to see if the Chair shall be upheld. If the roll call loses, the Presiding Officer is reversed.

4. Signing of Documents

The Presiding Officer shall sign all ordinances, resolutions, contracts, and other documents necessitating his/her signature, which were adopted in his/her presence, unless he/she is unavailable, in which case an alternate Presiding Officer may sign such documents.

IV. ADDRESSING THE COUNCIL

A. Written Correspondence

The City Manager or his/her designee is authorized to receive and open all mail addressed to the City Council. He/she shall give it immediate attention to the end that all administrative business referred to in said communications and not necessarily requiring Council action may be disposed of between Council meetings. Any communication requiring Council action shall be placed upon the agenda. All correspondence requiring a response shall be answered or acknowledged as soon as practicable.

Written correspondence pertaining to an item on the agenda and submitted to the City Clerk's Office by 12:00 p.m. the Monday before the Council meeting will be distributed to the Council prior to the Council meeting. Written correspondence received after the Monday deadline and before noon the day of the meeting will be distributed to Councilmembers at the Council meeting. All written correspondence pertaining to matters on the agenda and received prior to 12:00 p.m. on the day of the meeting will be available for public review in the public meeting binder.

B. Right to Address Council

Subject to the provisions of Sections 4C, 4D, and 4E, and 4F, members of the public shall have the right to address the Council as provided by state law and as set forth in Council Policy 000-34, Establishing Policy for Citizen Appearances and Addressing the Council on Agenda Items.