

WELCOME TO THE CITY OF SANTA CLARA COUNCIL AND AUTHORITIES CONCURRENT MEETING

Procedure for Addressing the Council/Authorities During Concurrent Meetings: The Council, and its associated Authorities [Stadium Authority (SA), Sports and Open Space Authority (SOSA), Housing Authority (HA) and Governing Board of the Successor Agency to the City of Santa Clara Redevelopment Agency (SARDA)] encourage public participation in City matters and welcome public comment on agenda items. Due to the number of items on the agenda and the length of meetings, the Council/Authorities encourage written comments to be included in the agenda packet prior to the meeting. Items should be submitted to the City Clerk by Wednesday noon preceding the meeting. Items submitted after are identified as “Post Meeting Material” and are provided at the dais and to the public in the Agenda Packet for Public Review binder near the door of the Council Chambers. If written materials are presented by the public during the meeting, extra copies should be provided for distribution to the audience. The following time limits have been set for speakers wishing to address the Council:

10 MINUTES (Maximum)

Public hearings – **Applicant**

Appeal Proceedings – **Appealing party and, when**

applicable,

Challenged party

2 MINUTES (Maximum)*

Comments on Individual Agenda Items – **Each Speaker**

Comments under Public Presentations – **Each Speaker**

Rebuttal (closing statement) in Public Hearings and Appeal Proceedings – **Each Speaker**

*It is the prerogative of the presiding officer to limit the amount of time per speaker to one minute. This practice will normally be utilized given the length of the agenda and to ensure that all speakers are accommodated in a fair and impartial manner in a reasonable time frame for the Council/Authorities and the public to consider the item.

There is a speaker timing/lighting system on the podium. A green light will indicate the beginning of the time period; a yellow light will appear when 30 seconds remain; a red light will appear and a buzzer will sound at the end of the time period. Time limits will be strictly enforced by the presiding officer to ensure equal opportunity and treatment of all speakers.

Groups and neighborhoods are encouraged to appoint a single spokesperson. Speakers are requested to present only new material and avoid making repetitive comments.

Public Presentations: You, as a member of the public, are invited to directly address the Council/Authorities on items

of public interest that are not listed on the agenda but are within the jurisdiction of the Council/Authorities. However, no action shall be taken on an item of business not appearing on the agenda. The only exceptions are as follows:

- (1) Upon a determination by a majority vote of the Council that any of the following emergency situations exist:
 - (a) Work stoppage or other activity which severely impairs public health, safety, or both.
 - (b) Crippling disaster which severely impairs public health, safety, or both.
- (2) Upon a determination by a two-thirds vote of the Council/Authorities present, or, if less than two-thirds of the members of the Council are present, a unanimous vote of those members present that the need to take action arose after the agenda was posted.
- (3) The item was posted for a prior meeting of the Council occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

When a public presentation is made, the Council, or its staff, may briefly respond to statements made or questions posed and may request the City Manager to report back at a subsequent meeting (pursuant to California Government Code sections 54954.2, 54954.3 and 54956.5).

Americans with Disabilities Act (ADA): In accordance with the Americans with Disabilities Act of 1990, the City of Santa Clara will ensure that all existing facilities will be made accessible to the maximum extent feasible. Reasonable modifications in policies, procedures and/or practices will be made as necessary to ensure full and equal access for all individuals with a disability.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should contact the City’s ADA office at 1-408-615-3000 to discuss meeting accessibility. In order to allow participation by such individuals, please do not wear scented products to meetings at City facilities.

For individuals with a Hearing Impairment, the Council Chambers has a headset system which allows one to hear more clearly from any seat in the room. Ask a City staff member for details.

Upon request by a person with a disability, agendas and written materials distributed during the meeting that are public record will be made available in an appropriate alternative format. Contact the City Clerk’s Office at 1-408-615-2220 with your request.

Notice is given, pursuant to California Government Code section 65009, that any challenge of Public Hearing agenda items in court may be limited to raising only those issues raised by you or on your behalf at the Public Hearing described in this notice, or in written correspondence delivered to the Council at, or prior to the Public Hearing on these matters. The time within which judicial review must be sought of the action by the Council which acted upon any matter appearing on this agenda is governed by the provisions of California Code of Civil Procedure section 1094.6.

BUILDING A *COMMUNITY OF TRUST* IN THE CITY OF SANTA CLARA
BEHAVIORAL STANDARDS FOR PUBLIC MEETINGS
Approved by City Council January 12, 2010

- Every person has the right to address their government on the agenda item under consideration or under public comment.
- Every person's right to comment is always respected, even if that opinion differs from the opinion of other speakers or the Body.
- Any person or persons disturbing, disrupting or impeding the orderly conduct of a meeting shall, at the discretion of the presiding officer or a majority of the meeting Body, be asked to stop the disruptive behavior.
- Those disrupting a meeting will be treated with respect as the presiding officer takes action to regain order and continue the work of the body in the people's best interests.
- Speakers who address matters not under the Council/Commission/Committee's jurisdiction will be referred to the appropriate agency.

GOOD GOVERNMENT GUIDING PRINCIPLES

We foster public trust when we:

- 1. Honor the spirit and the letter of the law.**
- 2. Treat everyone equitably and respectfully.**
- 3. Do the greatest good and the least harm.**
- 4. Impose the lightest burden possible.**
- 5. Fulfill our duties and protect personal rights.**
- 6. Act only in the community's best interests,
guided by the City's *Code of Ethics & Values*.**



City of Santa Clara

At Our Best Every Day For Public Trust

ETHICAL • PROFESSIONAL • SERVICE-ORIENTED • FISCALLY RESPONSIBLE • ORGANIZED • COMMUNICATIVE • COLLABORATIVE • PROGRESSIVE