

**RESOLUTION NO. 3853**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO ESTABLISHING TOWN COUNCIL GUIDELINES REGARDING OFFICIAL, NOTICED, PUBLIC MEETINGS OF THE TOWN COUNCIL**

**Whereas**, the Town Council of the Town of San Anselmo must consider many public matters which vitally affect the interest of the citizens of San Anselmo and it is both necessary and desirable that these meetings be regulated in order to permit the Council to give agenda matters due consideration and provide an opportunity for public discussion; and

**Whereas**, the Town Council desires to have all citizens fully participate in the proceedings of the Town Council; and

**Whereas**, it is the purpose of this resolution to provide for the orderly and expeditious conduct of Council meetings in a manner which will give adequate consideration and afford a reasonable opportunity for Council and public discussion; and

**Whereas**, Government Code Sections 36813 and 54954.3(b) provide the Town Council with the authority to adopt reasonable regulations concerning the proceedings and order of business of Town Council meetings.


**Now, therefore, be it resolved** that the Town Council of the Town of San Anselmo approves and adopts the Meeting Procedures attached hereto as Exhibit "A" and by this reference incorporated herein.

The foregoing Resolution was adopted by the Town Council of the Town of San Anselmo on October 14, 2008 by the following vote:

AYES: Breen, Freeman, House, Thornton

NOES: Greene

ABSENT:

  
Ted Freeman, Mayor

ATTEST:   
Town Clerk

EXHIBIT A to Resolution No. 3853

**SAN ANSELMO TOWN COUNCIL POLICY**

**MEETING PROCEDURES**

1. **Open time for public expression.** The public is welcome to address the Town Council at this time on matters not on the agenda that are within the jurisdiction of the Council. However, pursuant to Government Code Section 54954.2, the Town Council is not permitted to discuss or take action on any matter not on the agenda unless it determines that an emergency exists, or that there is a need to take immediate action which arose following posting of the agenda. Comments may be no longer than three minutes and should be respectful to the community.
2. **All cell phones should be silenced during the meeting.**
3. **For Consent Agenda items:** The opportunity for public comment on consent agenda items will occur prior to the discussion of the consent agenda. The Council may approve the entire consent agenda with one action. In the alternative, items on the consent agenda may be removed by any Councilmember or staff member, for separate discussion and vote.
4. **Council requests for future agenda items, questions and comments to staff; staff miscellaneous items:** During this period, Councilmembers may request that items be placed on future agendas, make comments on items of general interest, and ask questions of staff. Staff may report on various miscellaneous items.
5. **For Regular Agenda items:**
  - (a) The Mayor will announce the agenda item.
  - (b) Staff will present the staff report on the item (if any).
  - (c) The Mayor will provide the members of the Council an opportunity to ask questions of staff regarding the staff report.
  - (d) The Mayor will open up the discussion to the public. Comments are limited to three minutes. Time limits for a particular item may be extended or reduced by the Mayor.
  - (e) The public time will be closed.
  - (f) Councilmembers will deliberate.

**6. For Appeals to the Town Council:**

The procedure for presentation of the appeal at the Town Council meeting is as described below.

- (a) The Mayor will announce the agenda item and open the public hearing.

- (b) Staff will present the staff report on the item.
- (c) The Mayor will provide the members of the Council an opportunity to ask questions of staff regarding the staff report.
- (d) The Appellant (and/or Appellant's representative) may make a presentation (15 minutes maximum) and then respond to Town Council questions. The Appellant may divide up the 15 minutes between various speakers or have one speaker use all 15 minutes, so long as the time limit is observed.
- (e) The Applicant (and/or Applicant's representative) may make a presentation (15 minutes maximum) and then respond to Town Council questions. The Applicant may divide up the 15 minutes between various speakers or have one speaker use all 15 minutes, so long as the time limit is observed.
- (f) Any interested member of the public may speak on the item (maximum three (3) minutes). Time limits for a particular item may be extended or reduced by the Mayor.
- (g) Appellant is entitled to a five (5) minute rebuttal of any comments previously made at the hearing.
- (h) Applicant is entitled to a five (5) minute rebuttal of any comments previously made at the hearing.
- (i) If the Applicant and the Appellant are the same party, they are entitled to one fifteen (15) minute presentation and one five (5) minute rebuttal only.
- (j) The Mayor will close the public hearing and announce the item returned for deliberation by the Town Council. There will be no more public input accepted unless the public hearing is re-opened by the Town Council.
- (k) The Town Council will make a decision on the appeal or continue discussion to a specified date.

## **7. Written Materials from the Public**

- (a) Agenda packets for Town Council meetings are distributed on the Friday afternoon preceding the Tuesday Town Council meeting. Regular Town Council meetings are held on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month at 7 p.m. in the Town Hall Council Chambers.
- (b) The public may submit written materials to be considered in the discussion of scheduled Town Council agenda items. Materials should be submitted to Town staff by 12 noon on the Wednesday prior to the Town Council meeting. The information will be included in the staff report on that item that the Council reviews before the meeting. This is the preferred method of submitting written materials to Council.
- (c) After Wednesday at 12 noon and until 3 p.m. on the day of the Council meeting, members of the public may still bring materials related to a

specific agenda item to the Administrative office at Town Hall. Those materials will be copied and distributed to the Town Council and Town staff at the Council meeting.

- (d) After 3 p.m. on the day of the meeting, members of the public may still submit written materials for consideration at the meeting. The submitting individual should make at least ten (10) copies of their materials, and provide those to the Town Manager as soon as they arrive at the meeting, so that copies can be distributed to Council and staff.
- (e) Materials received by the Council at the meeting may not receive the same focus and attention as materials submitted on time and included in the staff report.
- (f) All materials submitted for Council consideration after the Wednesday, 12 noon deadline, should also be submitted to the Town Manager to ensure compliance with State law.
- (g) Per State law, materials that are submitted to the Council and staff after the packet deadline shall be made available for public inspection at Town Hall at the time the writing is distributed to a majority or all of the Town Council.

**8. Meeting Adjournment** – Any item not under discussion before 10:00 p.m. may be continued to the next regular meeting.

Revised 10/14/2008