

(R-87-1899)

RESOLUTION NUMBER R- 268605

ADOPTED ON JUN 22 1987

A RESOLUTION ESTABLISHING COUNCIL POLICY NO.
000-05 REGARDING COORDINATION OF SPECIAL CITY
COUNCIL MEETING.

BE IT RESOLVED, by the Council of The City of San Diego, that
Council Policy No. 000-05 entitled, "COORDINATION OF SPECIAL CITY
COUNCIL MEETING," be and is hereby established as set forth in
the Council Policy filed in the Office of the City Clerk as
Document No. RR- 268605.

BE IT FURTHER RESOLVED, that the City Clerk is hereby
instructed to add the aforesaid to the Council Policy Manual.

APPROVED: John W. Witt, City Attorney

By Ted Bromfield
Ted Bromfield
Chief Deputy City Attorney

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03/20/87
Or.Dept:Clerk
R-87-1899
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COUNCIL POLICY

SUBJECT

COORDINATION OF SPECIAL CITY COUNCIL MEETING

POLICY
NUMBER

000-05

EFFECTIVE
DATEBACKGROUND

Special Meetings of the City Council are those meetings not scheduled under Municipal Code Section 22.0101, Permanent Rules of the Council. They may be initiated from a variety of sources both within and outside City government. They can occur on any given day and time and may involve other legislative bodies. The most common involve only the City Council and are held on a day other than those established as regular meeting days. They may be held during day or evening hours. Less common are those involving other legislative body(s), which are termed Special Joint Meetings.

While Municipal Code Section 22.0101 and the Brown Act establish the procedures for calling a Special Meeting, a policy is needed to establish specific responsibility for ensuring these meetings are noticed and conducted in a proper and consistent manner.

PURPOSE

To establish a policy that 1) assigns specific responsibility for coordination of Special Meetings of the City Council and 2) identifies the process by which other legislative bodies shall adhere when requesting a Special Joint Meeting with the City Council.

POLICY

Regular meetings of the City Council shall continue to be coordinated as outlined in Municipal Code Section 22.0101, Permanent Rules of the Council. All Special Meetings of the City Council shall be coordinated with the Mayor's Office and Office of the City Clerk, as outlined below.

Special Meetings of the City Council Not Involving Other Legislative Bodies:

Designee:

Mayor - Councilmember
- Other Initiator

Rules Committee Consultant

Responsibility:

Contacts Mayor's and/or Council-member's Offices to propose meeting date, time, location, and subject matter.

Advises the City Clerk of the proposed meeting date, time, locations, and subject matter;

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and whether the meeting will impact upon regularly scheduled City Council meetings.

City Clerk

Advises the Rules Committee Consultant of any conflicts with other scheduled meetings or noticed hearings. Confirms meeting location availability.

Rules Committee Consultant

Notifies City Clerk in writing of agreed upon date, time, location, and subject matter.

City Clerk

In cooperation with and review by the City Attorney's Office, prepares Special Meeting notice for Mayor's signature and agenda. In coordination with initiator, makes final arrangements for use of meeting facility, special equipment and support staff as needed, physical layout of meeting, and related issues.

Rules Committee Consultant

Forwards to the City Clerk the signed meeting notice, approval of draft agenda, and exhibit material, no later than three (3) working days prior to the meeting.

City Clerk

Posts and distributes notice, agenda, and exhibit material no later than 24 hours prior to the meeting. On meeting day, coordinates meeting arrangements.

Joint Meetings With Other Legislative Body(s):Representative of
Legislative Body(s)

Contacts Mayor's or Councilmember's Office to propose meeting date, time, location, and subject matter.

Rules Committee Consultant

Contacts City Clerk with above information.

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City Clerk

Advises the Rules Committee Consultant of any conflicts with other scheduled meetings or noticed hearings. Confirms meeting location availability.

Rules Committee Consultant

Notifies City Clerk and representative of other legislative body(s) in writing of agreed upon meeting date, time, location, and subject matter.

City Clerk

In cooperation with and review by the City Attorney's Office, prepares Special Meeting notice for Mayor's signature and agenda. In coordination with other legislative body, makes final arrangements for use of meeting facility, special equipment and support staff as needed, physical layout of meeting, and related issues.

Rules Committee Consultant

Forwards to the City Clerk the signed meeting notice, approval of draft agenda, and exhibit material, no later than three (3) working days prior to the meeting.

Representative of
Legislative Body(s)

Forwards their meeting notice, agenda, and exhibit material to the City Clerk no later than three (3) working days prior to the meeting.

City Clerk

Consults with Rules Committee Consultant on content of participating legislative body's notice and agenda. Posts and distributes City Council notice, agenda, and exhibit material no later than 24 hours prior to the meeting. If available,

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distributes participating
legislative body's agenda and
exhibit material no later than 24
hours prior to the meeting. On
meeting day, coordinates meeting
arrangements.

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Passed and adopted by the Council of The City of San Diego on....., by the following vote:

Council Members	Yeas	Nays	Not Present	Ineligible
Abbe Wolfsheimer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bill Cleator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gloria McColl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
William Jones	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ed Struiksma	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mike Gotch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judy McCarty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Celia Ballesteros	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Maureen O'Connor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AUTHENTICATED BY:

MAUREEN O'CONNOR

Mayor of The City of San Diego, California.

CHARLES G. ABDELNOUR

City Clerk of The City of San Diego, California.

(Seal)

By *Barbara Baxter* Deputy.

Office of the City Clerk, San Diego, California

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