

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

CURRENT

SUBJECT: COORDINATION OF SPECIAL CITY COUNCIL MEETINGS
POLICY NO.: 000-05
EFFECTIVE DATE: DECEMBER 6, 2016

BACKGROUND:

Special Meetings of the City Council are those meetings not scheduled under Municipal Code section 22.0101, Rules of the Council. 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 or time 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, Rules of the Council. All Special Meetings of the City Council shall be coordinated with the Office of the Council President and Office of the City Clerk, as outlined below.

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

Designee:	Responsibility:
Mayor - Councilmember - Other Initiator	Contacts the Office of the Council President to propose meeting date, time, location, and subject matter for approval.
Director of Legislative Affairs	Advises the City Clerk of the proposed meeting date, time, locations, and subject matter; and whether the meeting will impact upon regularly scheduled City Council meetings.
City Clerk	Advises the Director of Legislative Affairs of any conflicts with other scheduled meetings or noticed hearings. Confirms meeting location availability.
Director of Legislative Affairs	Prepares the Special Meeting Notice for signature by the Council President. Notifies City Clerk in writing of agreed upon date, time, location, and subject matter.
City Clerk	In cooperation with and review by the Director of Legislative Affairs and the City Attorney's Office, prepares agenda. In coordination with Director of Legislative Affairs, makes final arrangements for use of meeting facility, special equipment and support staff as needed, physical layout of meeting, and related issues.
Director of Legislative Affairs	Forwards to the City Clerk the approval of draft agenda, and exhibit material, no later than three (3) working days prior to the meeting or as allowed by the Brown Act (California Government Code section 54950-54963).
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.

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Joint Meetings With Other Legislative Body(s) when initiated by the City:

Representative of Legislative Body(s)	Contacts Office of the Council President to propose meeting date, time, location, and subject matter for approval.
Director of Legislative Affairs	Contacts City Clerk with above information.
City Clerk	Advises the Director of Legislative Affairs of any conflicts with other scheduled meetings or noticed hearings. Confirms meeting location availability.
Director of Legislative Affairs	Prepares the Special Meeting Notice for signature by the Council President. 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 Director of Legislative Affairs and the City Attorney's Office, prepares 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.
Director of Legislative Affairs	Forwards to the City Clerk the approval of draft agenda, and exhibit material, no later than three (3) working days prior to the meeting or as allowed by the Brown Act (California Government Code section 54950-54963).
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 the Director of Legislative Affairs 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, 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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HISTORY:

“Councilman Attendance at Official Council Meetings, Conferences, and Committee Sessions”

Adopted by Resolution R-169939 - 03/15/1962

Repealed by Ordinance O-11254 - 02/28/1974

“Coordination of Special City Council Meeting”

Adopted by Resolution R-268605 - 06/22/1987

Amended by Resolution R-306849 - 06/07/2011

Amended by Resolution R-310843 - 12/06/2016