

COUNCIL/AGENCY GOVERNING BODY PUBLIC MEETING POLICIES POLICY

*"Governing Body" includes the following: City Council, Successor Agency to the Redevelopment Agency of the City of La Habra, La Habra Civic Improvement Authority, La Habra Housing Authority, La Habra Utility Authority, La Habra Planning Commission, La Habra Community Services Commission, La Habra Beautification Committee, and any future commission or committee.

DISCLAIMER

This policy supersedes all other policies previously approved for governing bodies, may be modified as needed, and the policy rules may be suspended as necessary.

CLOSED SESSION

Limited to discussions with legal counsel for issues regarding labor relations or personnel matters, and/or other legally permissible closed session items.

REGULAR MEETINGS

REGULAR MEETINGS

Pursuant to Section 2.04.010 of the La Habra Municipal Code, regular meetings of the La Habra City Council shall be held at ~~7~~⁶:30 p.m. on the first and third Monday of every month and conducted in the Council Chambers, ~~204 E. 100 East~~ La Habra Boulevard, La Habra, California. In the event a regular meeting falls on a legally recognized holiday, such regular meeting shall be held on the next succeeding business day at the same hour and location.

Pursuant to Section 2.24.040 of the La Habra Municipal Code, regular meetings of the La Habra Planning Commission shall be held twice per month for the transaction of its business, and conducted in the Council Chamber at 110 East La Habra Boulevard, La Habra, California. In the event a regular meeting falls on a legally recognized holiday, such regular meeting shall be held on the next succeeding business day at the same hour and location.

Pursuant to Section 2.28.040 of the La Habra Municipal Code, regular meetings of the La Habra Community Services Commission shall be held at least once per month for the transaction of its business, and conducted in the Council Chamber at 110 East La Habra Boulevard, La Habra, California. In the event a regular meeting falls on a legally recognized holiday, such regular meeting shall be held on the next succeeding business day at the same hour and location.

All public meetings will conclude by 10:30 p.m. If the business for that meeting has not been completed by 10:30 p.m., the governing body for that meeting has the option to continue the meeting to a date/time certain, or can continue the meeting beyond 10:30 p.m. in order to complete the remainder of the business on the agenda, subject to the approval of a majority of the members of that governing body.

MEETING AGENDAS

MEETING AGENDAS

Meeting agendas shall be prepared, posted and modified pursuant to section 2.04.020 of the La Habra Municipal Code, and in compliance with the California Government Code (Brown Act).

RECORDINGS OF MEETINGS BY THE PUBLIC

TAPINGS AND RECORDINGS OF MEETINGS BY THE PUBLIC

- ~~1.~~ The ~~taping and/or~~ recording shall not interfere with the actual conducting of the meeting and if such ~~taping or~~ recording does interfere with the conduct of such meeting, the presiding officer conducting the meeting shall have the right to terminate such ~~taping and/or~~ recording.
- ~~1.~~
- ~~2.~~ There shall be no use of bright lights.
- ~~2.~~
- ~~3.~~ No verbal statements, reporting, narrations and/or commentary is to accompany or occur during the ~~taping and/or~~ recording of the meeting and in conjunction with such ~~taping and/or~~ recording.
- ~~3.~~
- ~~4.~~ The walkways, aisles and the well area directly in front of the ~~chairs-dais~~ where the City Council or Directors sit shall not be blocked by camera or audio equipment, camera operators or operators of audio equipment. All fire and police department regulations shall be maintained during the ~~taping and/or~~ recording.
- ~~4.~~
- ~~5.~~ The ~~taping and/or~~ recording shall not interfere with any live television broadcast permitted.
- ~~5.~~
6. The ~~taping and/or~~ recording shall not interfere with the viewing, participation, or listening of any individual attending such public meetings.

ORDER OF BUSINESS

ORDER OF BUSINESS

At the hour designated for each regular meeting, members of the City Council, City Manager, City Attorney, City Clerk and other such staff members shall assemble in the Council Chambers or some other publicly announced and noticed location. Upon assembly and by order of the Mayor or Chair, business shall be taken up for consideration and action in the following order:

1. Closed Session (if applicable)

- ~~1.2.~~ Call to Order
- ~~2.3.~~ Invocation
- ~~3.4.~~ Pledge of Allegiance
- ~~4.5.~~ Roll Call
- ~~5.6.~~ Proclamations and Presentations
- ~~6.7.~~ Public Comment (all matters ~~on or off of~~ not on the agenda)
- ~~7.8.~~ Consent Calendar
- ~~8.9.~~ Consent Calendar items removed for separate discussion
- ~~9.10.~~ Public Hearings
- ~~10.11.~~ Consideration Items
- ~~11.12.~~ Council Comments ~~Comments from staff~~
- ~~12.~~ Governing Body ~~Comments from staff~~
13. ~~Closed Session (if applicable)~~
14. Adjournment

CALL TO ORDER

CALL TO ORDER

Meetings shall be called to order at the designated time by order of the Mayor or Mayor ~~pro~~Pro-tem ~~Tem, Chair or Vice Chair,~~ or designated *member chair in the event of their absence.

INVOCATION (Optional ceremonial action)

INVOCATION

A ~~D~~designated representative conducts the meeting invocation.

PLEDGE OF ALLEGIANCE

PLEDGE OF ALLGIANCE.

Pledge of Allegiance shall be cited at the start of each meeting.

ROLL CALL

ROLLCALL

Roll call to account for ~~Councilmembers~~governing body members present shall be conducted by the City Clerk, Mayor, or Chair.

PROCLAMATIONS AND PRESENTATIONS

PROCLAMATIONS AND PRESENTATIONS

~~If applicable, proclamations, presentations and special awards shall be presented. If recipient(s) to be recognized with a proclamation, presentation, and special award are is unable to attend the regularly scheduled Council meeting, the award shall be mailed to the recipient by the office of the City Clerk, or rescheduled for a future meeting as directed by the Chair recognition may be rescheduled to a future meeting or certificate mailed to the recipient(s).~~

PUBLIC COMMENT

PUBLIC COMMENT

General Public Comments shall be received at the beginning of the governing body meeting and limited to three (3) minutes per individual, with a total time limit of 30 minutes for all public comments, unless otherwise modified by the Mayor or Chair. Speaking time may not be granted and/or loaned to another individual for purposes of extending available speaking time, and comments must be kept brief, non-repetitive, and professional in nature.

The general Public Comment portion of the meeting provides an opportunity for allows the public to address any item of City business not appearing on the scheduled agenda. Please note that pPer Government Code Section 54954.3(a), since any such comments or queries come to the City Council and Administration without prior notice, no specific answers or responses should be expected during the meetings shall not be responded to by the governing body during the meeting.

Additionally, if a member of the public desires to address the City Council ~~regarding~~regarding item of City business appearing on the scheduled Agenda (i.e., Consent, Consent Items Removed for Separate Discussion, Public Hearing, or Consideration Items), ~~they shall do so it should be done~~ at ~~this~~that time.

When addressing the governing body, a Speaker's Card that includes the speaker's name and address should be completed by each speaker and provided to the City Clerk.

~~Public comment shall be at the beginning of the meeting and limited to three (3) minutes per speaker, unless otherwise modified by the Chair. Members of the public addressing the Council may not "loan" or grant speaking time to other members of the audience for purposes of extending available speaking time.~~

~~* **NOTE:** Members of the public addressing the Council are requested to fill out a speaker's card (found at the rear of the Council Chambers) and leave it at the podium at the time the Council is addressed. Speakers will be asked to state their name and address, for the public record. Courtesy is to be shown to others, with all comment directed to the Council, not to the audience or staff members. Comments are to be kept brief, non-repetitive, and professional in nature. When addressing the governing body, a Speaker's Card that includes the speaker's name and address should be completed and left with the governing body representative.~~

CONSENT CALENDAR

Consent calendar items are considered by the governing body Council to be routine and will be enacted by one motion unless a ~~Councilmember or governing body~~ -member of the City staff, or a member of the public requests separate action, discussion, or removal of an item. Those items removed for separate discussion will be discussed immediately following the Consent Calendar portion of the agenda.

CONSENT CALENDAR ITEMS REMOVED FOR SEPARATE DISCUSSION

~~If applicable, further D~~discussion of items removed from the Consent Calendar ~~if applicable.~~

~~Public comment shall be limited to three (3) minutes per individual, with a total time limit of 30 minutes per item that has been removed for separate discussion, unless otherwise modified by the Chair~~Mayor or Chair. Speaking time may not be granted and/or loaned to another individual for purposes of extending available speaking time, and comments must be kept brief, non-repetitive, and professional in nature.

PUBLIC HEARINGS

~~Public Hearings Shall e~~consists of matters wherein published notice has been given and where public hearings are required by law, and such matters as the governing body Council may deem necessary or desirable to schedule for public hearings. Prior to opening the public hearing, the Mayor or Chair may request staff reports from the City Manager/Executive Director or staff member. Following the opening of the public hearing, procedures shall be followed as listed below, unless otherwise modified by the governing body Mayor or Chair:

Public comments shall be limited to three (3) minutes per individual, unless otherwise modified by the Mayor or Chair. There is no limit to the total amount of time available for public comments for each Public Hearing item on the agenda. Speaking time may not be granted and/or loaned to another individual for purposes of extending available speaking time, and comments must be kept brief, non-repetitive, and professional in nature.

1. All ~~persons~~ individuals desiring to be heard shall confine their comments to the matter being discussed during the public hearing. All public comments shall be made from the podium.
2. The applicant or their designated representative shall be provided the first opportunity to address the ~~Council~~ governing body on the issue at hand presenting all relevant evidence in support of their issue or ~~on behalf of the~~ application. The applicant or designated representative shall be provided a minimum of 15 minutes to make their presentation; however, this time limit may be increased at the discretion of the Mayor or Chair.
3. The Mayor or Chair will then call for any ~~persons~~ individuals wishing to speak in favor of or in opposition to, followed by any persons in opposition the item being heard of the application.
4. ~~After all persons have had the opportunity to speak on the matter, t~~At the conclusion of public comments the applicant, or their designated representative, will then be permitted~~have the opportunity to provide a rebuttal to comments made to close the public comments in the public hearing with a rebuttal to presentations made in~~ opposition to the application item being heard. The applicant or designated representative will be limited to no more than 15 minutes to provide their rebuttal; however, this time limit may be increased at the discretion of the Mayor or Chair.
5. If any new evidence is presented that was not discussed in the applicant's previous presentation, ~~persons~~ individuals who previously spoke on the application may be granted an opportunity to comment again, pursuant to the time limits established above, and only on the new evidence that was presented only.
6. The Public Hearing will then be closed by order of the Mayor or Chair and brought to the ~~City Council~~ governing body for discussion and decision. No additional public comment will be permitted unless requested by the governing body Council.
7. ~~In all matters concerning the Public Hearing before t~~The ~~City Council, governing body the~~ Mayor or Chair reserves retains the right to limit the length of time for Public Hearing arguments and/or rebuttal for argument comments to be heard.

CONSIDERATION ITEMS

Please see * Note under public comment above.

CONSIDERATION ITEMS

Agenda Staff items ~~for presented to the governing body~~Council for their consideration.

Public comment shall be limited to three (3) minutes per individual, with a total time limit of 30 minutes per Consideration item, unless otherwise modified by the Mayor or Chair. Speaking time may not be granted and/or loaned to another individual for purposes of extending available speaking time, and comments must be kept brief, non-repetitive, and professional in nature.

GOVERNING BODY COMMENTS

COUNCIL COMIEMENTS

Comments from governing body members. ~~Councilmembers.~~

STAFF COMMENTS

STAFF COMMENTS

Comments from City staff.

ADJOURNMENT

CLOSED SESSION

~~Discussions with legal counsel, labor relations or other appropriate closed session items.~~

ADJOURNMENT

Meeting is ordered adjourned by the governing body Mayor or Chair. If the governing body Council/Agency will meets prior to its next regular meeting, the meeting will be adjourned to a location, date, and time certain.

TELEVISED CITY COUNCIL MEETINGS

TELEVISED COUNCIL MEETINGS

City Council meetings for the City of La Habra are ~~taped-recorded~~ for broadcast over the local cable television system government access channel. Meetings will be replayed three (3) times following the Council meeting and ~~will~~ be scheduled to air on the ~~first Thursday, Saturday and Monday~~ Tuesday, Wednesday, Thursday, and Friday following the ~~taped-recorded~~ City Council meeting.

ELECTRONIC/DVD-R/AUDIO RECORDINGS RETENTION VIDEO/AUDIO TAPE RETENTION

~~Video and~~ Electronic recordings, DVD-R, and audio tapes will be retained for access by the public in accordance with the City's Records Retention Policy ~~for access by the public in accordance with the City's Records Retention Policy.~~