

 <p style="text-align: center;">City of La Habra Policies and Procedures</p>	Policy Number:	3.10
	Approved by:	City Council
	Effective Date:	11/20/2000
	Last Revision:	8/17/2020
Governing Body Public Meeting Policy		
Prepared By:	City Clerk Department	
Scope:	All regularly scheduled City Council, Agency, Authorities, Commissions and Committees of La Habra.	
Purpose:	To amend the policy due to implementation of a new agenda management system, electronic recording methods, and other changes made regarding how public meetings are conducted.	
Summary:	Update the Public Meeting Policy to include all governing bodies of the City of La Habra and amend due to changes made regarding how public meetings are conducted.	

I. GOVERNING BODY:

“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.

II. 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.

III. CLOSED SESSION

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

IV. 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 6:30 p.m. on the first and third Monday of every month and conducted in the Council Chamber, 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.

V. 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).

VI. RECORDINGS OF MEETINGS BY THE PUBLIC

1. The recording shall not interfere with the actual conducting of the meeting and if such recording does interfere with the conduct of such meeting, the presiding officer conducting the meeting shall have the right to terminate such recording.
2. There shall be no use of bright lights.
3. No verbal statements, reporting, narrations and/or commentary is to accompany or occur during the recording of the meeting and in conjunction with such recording.
4. The walkways, aisles and the well area directly in front of the 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 recording.
5. The recording shall not interfere with any live television broadcast permitted.
6. The recording shall not interfere with the viewing, participation, or listening of any individual attending such public meetings.

VII. 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 Chamber 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)
2. Call to Order
3. Invocation
4. Pledge of Allegiance
5. Roll Call
6. Proclamations and Presentations
7. Public Comment (all matters not on the agenda)
8. Consent Calendar
9. Consent Calendar items removed for separate discussion
10. Public Hearings
11. Consideration Items
12. Comments from staff
13. Governing Body Comments
14. Adjournment

VIII. CALL TO ORDER

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

IX. INVOCATION (Optional ceremonial action)

A designated representative conducts the meeting invocation.

X. PLEDGE OF ALLEGIANCE

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

XI. ROLL CALL

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

XII. PROCLAMATIONS AND PRESENTATIONS

If recipient(s) to be recognized with a proclamation, presentation, and special award is unable to attend the regularly scheduled meeting, recognition may be rescheduled to a future meeting or certificate mailed to the recipient(s).

XIII. 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 allows the public to address any item of City business not appearing on the scheduled agenda. Per Government Code Section 54954.3(a), such comments 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 item of City business appearing on the scheduled Agenda (i.e., Consent, Consent Items Removed for Separate Discussion, Public Hearing, or Consideration Items), it should be done at 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.

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.

XIV. CONSENT CALENDAR

Consent calendar items are considered by the governing body to be routine and will be enacted by one motion unless a 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.

XV. CONSENT CALENDAR ITEMS REMOVED FOR SEPARATE DISCUSSION

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

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 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.

XVI. PUBLIC HEARINGS

Public Hearings consists of matters wherein published notice has been given and where public hearings are required by law, and such matters as the governing body 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 unlimited per individual, and there is no limit to the total amount of time available for public comments for each Public Hearing item on the agenda. Comments must be kept brief, non-repetitive, and professional in nature.

1. All 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 governing body on the issue at hand presenting all relevant evidence in support of their issue or 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 individuals wishing to speak in favor of or in opposition to the item being heard.
4. At the conclusion of public comments the applicant, or their designated representative, will then have the opportunity to provide a rebuttal to comments made in opposition to the 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, 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.
6. The Public Hearing will then be closed by order of the Mayor or Chair and brought to the governing body for discussion and decision. No additional public comment will be permitted unless requested by the governing body.
7. The governing body Mayor or Chair retains the right to limit the length of time for Public Hearing arguments and/or rebuttal comments to be heard.

XVII. CONSIDERATION ITEMS

Agenda items presented to the governing body 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.

XVIII. GOVERNING BODY COMMENTS

Comments from governing body members.

XIX. STAFF COMMENTS

Comments from City staff.

XX. ADJOURNMENT

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

XXI. TELEVISED CITY COUNCIL MEETINGS

City Council meetings for the City of La Habra are 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 Tuesday, Wednesday, Thursday, and Friday following the recorded City Council meeting.

XXII. ELECTRONIC/DVD-R/AUDIO RECORDINGS RETENTION

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

RELATED OR REFERENCED POLICIES:

- None