



POLICY AND PROCEDURE

Subject: Public Presentation of Hard Copy Material and Visual Aids at City Council Meetings	Index: City Council Administration
	Number: 1201-9
Effective Date: March 3, 2009	Prepared By: City Clerk
Supersedes: None	Approved By: <i>Ju Sanchez</i>

1.0 PURPOSE:

The purpose of this Policy is to facilitate the public's right to participate in meetings of the San Clemente City Council by establishing guidelines for citizen submittal of hard copy or electronic visual aids to be disseminated or presented at City Council meetings.

2.0 ORGANIZATIONS AFFECTED:

City Council.

3.0 REFERENCES:

California Brown Act.

4.0 POLICY:

4.1 Members of the public may address the City Council at City Council meetings either during Oral Communications or during agendaized business items. Project applicants are allotted 10 minutes for their presentations. Members of the public are allotted three minutes for their presentations.

4.2 Members of the public who wish to augment their public testimony with hard copy material are encouraged to bring 10 copies of their material to the Council meeting and present them to the City Clerk at the time of their presentation. The City Clerk will then, in turn, distribute the material to the City Council and applicable City staff. In cases where members of the public present only one copy of material at City Council meetings, the City Clerk will make and distribute copies to each individual Councilmember and applicable Staff as soon as possible following the meeting (unless Council specifically requests that copies be made and distributed during the meeting.) Public materials provided to the City Clerk prior to the Council meeting will be copied and provided to the City Council and applicable staff as soon as possible.

- 4.3 Members of the public who desire to display freestanding large maps, materials or renderings in conjunction with their testimony are asked to notify the City Clerk no later than 12:00 noon on the day of the scheduled meeting so that reasonable accommodations can be made.
- 4.4 Members of the public who desire to utilize electronic visual aids to supplement their oral presentations are requested to provide display-ready material to the City Clerk by 12:00 noon on the day of the meeting. Data provided to the City Clerk later than 12:00 noon will be accepted provided that it is still practical for City Staff, during regular business hours, to verify that the data is free of viruses and that it is compatible with the City's computer system. If Staff is unable to accommodate the late submittal of data, Staff shall recommend that the presenter produce hard copies of their material and present the copies to Council during their presentation.
- 4.4.1 Electronic presentations must be provided in a format that can be read on a standard PC-compatible computer running Microsoft Windows or Microsoft Office. Acceptable file formats include Microsoft Word, Microsoft PowerPoint, PDF, and Windows-based media files.
- 4.4.2 Electronic presentations shall be limited to visual media, without pre-recorded audio narration, that augment a live verbal presentation addressed to the City Council. The display of visual media shall be ancillary to, and not presented in place of, live verbal narration.
- 4.4.3 Visual aids should be accompanied by the name and telephone number of the submitter as well as the Council meeting and agenda item at which the presentation is to be played.
- 4.4.4 Upon receipt, the City Clerk will promptly transmit electronic visual aids to the City's Information Technology Division for a determination as to whether the material is compatible with the City's computer system and is free of viruses. Any problems shall be reported to the person that submitted the material as soon as possible.
- 4.4.5 Staff shall preload and queue the electronic information in the City's media system and display it when the public member is called upon to speak. Members of the public shall be permitted to utilize the City's wireless mouse so that they can navigate their visual presentation.
- 4.4.6 Members of the public shall not be permitted to connect equipment to the City's computer system. Laptops, however, may be plugged into the City's display screen.

- 4.4.7 Members of the public shall not be permitted to access the internet from the City's computer equipment.
- 4.4.8 Visual presentations must be provided to the City Clerk in a display-ready format. In no case shall Staff be required to develop a presentation for public use. This prohibition includes, but is not limited to, compiling of City records, downloading data from websites, or gathering or modifying data provided by the public.
- 4.4.9 The utilization of visual aids shall not result in an extension of the allowable time for the speaker's presentation unless specifically authorized by Council.
- 4.4.10 Electronic presentations shown at City Council meetings become part of the public record and shall be retained on file in the office of the City Clerk in accordance with the City's records retention schedule. Consequently, members of the public who wish to retain their electronic material should provide the City Clerk with copies of their visual aids and retain their originals.
- 4.4.11 Nothing in this Policy is intended to warrant or otherwise guarantee that electronic presentations will successfully display at a City Council meeting. Members of the public are urged to have hard copies of their presentations available at City Council meetings in the event a media system malfunction occurs.

5.0 DEFINITIONS:

Not applicable.

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