



# CITY OF PACIFIC GROVE

## CITY COUNCIL MEETING GUIDELINES

---

**ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA:** The public will be given the opportunity to address the Council regarding matters not on the agenda. Comments from the public will be limited to three minutes, will not receive Council action, and must deal with matters subject to the jurisdiction of the City and Council.

**PUBLIC COMMENT – ITEMS ON THE AGENDA:** Comments regarding agenda items not on the consent agenda shall be heard following discussion by Council and prior to Council’s consideration of such items at the time such items are called. Documents intended for Council’s perusal should be submitted to the Deputy City Clerk in advance of the meeting.

**GUIDELINES IN ADDRESSING COMMENTS TO THE CITY COUNCIL:** Following discussion by the City Council, the public will be invited to address the Council regarding the item being discussed. Please review the guidelines below:

- Walk to the rostrum and wait for recognition from the Mayor.
- Clearly state your name into the microphone. In order that all interested parties have an opportunity to speak, please keep within the time limit specified, usually three minutes, and limit comments to the specific subject under discussion.
- Time limitations shall be at the discretion of the Mayor and/or City Council. Allocated time may not be reserved or granted to others, except as permitted by the Mayor.

**CONSENT AGENDA:** Items which are routine and for which a staff recommendation has been prepared. One motion will cover all items on the Consent Agenda and will authorize the action or recommendation indicated. A Council Member, member of the audience, or staff may request that an item be removed from the Consent Agenda placed on the Regular Agenda for further discussion.

**REGULAR AGENDA:** Items which include significant financial and administrative actions of special interest. These are approved by a motion and majority vote for each item. The Regular Agenda also includes noticed public hearings.

**PUBLIC HEARINGS:** These items have been previously noticed in a newspaper of general circulation. With regard to public hearings involving a quasi-judicial determination by the Council, the proponent of an item shall be given ten minutes to speak and all others in support of the proponent’s position will be given three minutes each. A designated spokesperson for opposition to the item shall be given ten minutes to speak and all others in opposition will be given three minutes each. In public hearings not involving a quasi-judicial determination by the Council, all persons will be given three minutes to speak, whether in support or opposition to the item. Very brief rebuttal and surrebuttal may be allowed in the sole discretion of the Council.

**CLOSED SESSION:** Closed Session is the when the Council retires behind closed doors in order to discuss items on the agenda requiring confidentiality. Public comment will be invited prior to the Council going into Closed Session. Comments from the audience will not receive Council action and must deal only with items on the current Closed Session list. Following Closed Session, the Council shall reconvene in open session, prior to adjournment, and make disclosures as required by Government Code *sections 54957.1 and 54957.7*. If this announcement is made in the City Manager’s Conference Room, public participants shall be invited for the purpose of hearing the announcement. Alternatively, the Council may reconvene in the City Council Chambers to enable the public to hear the announcement.