

City of Irvine

City Council Policy / Procedure

SUBJECT: Guidelines for the Submittal of Information by Members of the Public for Dissemination or Presentation at Public Meetings.

Reference: Minute Order 03-11-08

Policies and procedures for the conduct of City Council meetings are delineated in the Irvine Municipal Code – Title 1, Division 2 pertaining to the City Council, and Title 1, Division 4 pertaining to City Commissions and Committees. These legislative bodies are subject to the Brown Act and rules of order and decorum as set forth in the Municipal Code and other official policies:

- City Council *
- Redevelopment Agency (RDA) *
- Industrial Development Authority (IDA) *
- Irvine Public Facilities Infrastructure Authority (IPFIA) *
- Orange County Great Park Corporation Board *
- Planning Commission
- Community Services Commission
- Finance Commission
- City Committees subject to the Brown Act

* Public meetings of these legislative bodies are held in the City Council Chamber and televised live.

Members of the public may speak on any item of interest under the general Public Comment portion of the agenda, so long as the item is within the subject matter jurisdiction of the legislative body. Further, the public must be allowed to speak on a specific item of business before or during the legislative body's consideration of it. Members of the public may desire to submit information in hard copy form, or present information in electronic form or audio-visual media to supplement their testimony before the legislative body.

This policy is to ensure that staff can facilitate these requests in a timely and efficient manner; to check for viruses, broadcast quality and compatibility of electronic media with the City's existing system; and to avoid unnecessary delays during public meetings. In addition, materials submitted by members of the public may contain information or images that may be deemed inappropriate. The opportunity for staff to review the materials prior to the meeting will allow the Mayor or respective board chair to provide a verbal warning to the public prior to the presentation.

Policy:

All supplemental agenda related materials , including but not limited to PowerPoint presentations, videos, photographs, e-mails, writings and hard copy documents presented by members of the public prior to or at a public meeting shall become part of the public record and will be kept on file in the City Clerk's Office according to retention schedules.

The deadlines noted below do not preclude members of the public from submitting agenda related information in hard copy or electronic form prior to a meeting date. The City Clerk or respective board secretary will ensure that the City Council or board members receive a copy of the information prior to consideration of the item.

In accordance with SB 343 (McLeod), all agenda related materials, documents and writings as described above which are related to any item on an open session agenda and which are distributed to a majority of the legislative body within 72 hours of a regular meeting will be made available for public inspection at the time the subject writing or document is distributed to a majority of the subject body at a designated location identified on the subject agenda.

City policy is to limit public testimony to three minutes per speaker (unless extended by the Mayor or Chair) which includes the presentation of electronic or audio visual information.

Members of the public are encouraged to arrive at the public meeting early and check in with the City Clerk or respective board secretary to finalize the details of their presentation and to complete a speaker's card.

No unauthorized laptop computers or other media devices will be connected to the City Council Chamber media system.

Media Types and Guidelines

1. Written Materials/handouts:

Any member of the public who desires to submit documentation in hard copy form may do so prior to the meeting or at the time he/she addresses the legislative body. Please provide 15 copies of the information to be submitted and file with the City Clerk or respective board secretary at the time of arrival to the meeting. This information will be disseminated to the legislative body at the time testimony is given.

2. Large Displays/Maps/Renderings:

Any member of the public who desires to display freestanding large displays or renderings in conjunction with their public testimony is asked to notify the City Clerk or respective board secretary no later than 12:00 noon on the day of the scheduled meeting so that an easel can be made available if necessary.

3. Electronic Documents/Audio-visuals:

Televised Public Meetings: Any member of the public who desires to display information electronically in conjunction with their public testimony is asked to submit the information to the Public Information Office (PIO) no later than 12:00 noon on the day of the scheduled meeting. To facilitate your request contact the PIO Office at 949.724.6248 or the City Clerk's Office at 949.724.6205.

Information must be provided on CD, DVD, or VHS; or, emailed by 12:00 noon on the day of the scheduled meeting to pio@ci.irvine.ca.us. Members of the public will be asked to provide their name, identify the meeting and the agenda item to be addressed, and a day time phone number.

The PIO office will notify the person submitting the information as soon as possible prior to the meeting if the information cannot be accessed or if the version provided is incompatible with the City's system. If incompatibility cannot be resolved, an individual's laptop may be allowed to connect into the City's system. Every effort will be made by City staff to facilitate the presentation.

City staff will preload and queue the electronic information in the City's media system and display it when the public member is called upon to speak.

Non televised Public Meetings: Any member of the public who desires to display information electronically in conjunction with their public testimony is asked to submit the information to the respective board secretary or City Department that serves as the liaison to a particular commission or committee no later than 12:00 noon on the day of the scheduled meeting.