



**PUBLIC SUBMITTAL OF WRITTEN AND ~~AUDIOVISUAL~~ DIGITAL MATERIALS
FOR CITY COUNCIL MEETINGS**

PURPOSE

The purpose of this policy is to establish a clear outline for the procedures regarding the public submittal of written and digital audiovisual materials for City Council meetings. The policy outlines a procedure for members of the public to submit materials for City Council meetings.

POLICY

The members of the public may submit written materials as public comment to be considered in the discussion during of scheduled ~~City~~ Council agenda items.

The members of the public may submit digital audiovisual materials (e.g., PowerPoint presentations, graphics, audio files, videos) to be displayed during public presentations of the Council meeting agenda or during public comment of the associated agenda item. The presenter must be present in-person or online for the meeting in order for the digital materials to be displayed during the meeting.

Written materials and eComments received as public comment for agenda items will not be read aloud during the meeting by City staff. Members of the public may attend in-person or through hybrid options to speak during Public Presentations or during an agenda item.

~~The information will be copied and included in the Agenda packets commencing on the Friday afternoon preceding the Tuesday City Council meeting.~~

~~If materials are not available until after 5 p.m. on the day of the Council meeting, the submitting individual should make at least fifteen copies of the materials and provide those to the City Clerk at the meeting for distribution.~~

Written or digital audiovisual materials should be directly related to a specific item listed on the City Council agenda. Materials should adhere to generally accepted broadcast standards.

This policy does not supersede the Mayor or meeting Chair suspending or further limiting a presentation based on specific meeting length, needs or other criteria at the Chair's discretion.

Time limits for public testimony are set by Council Policy 029 (Time Limits for Speakers at Council meetings) and may be modified during the meeting



at Council's discretion. Time utilized by a member of the public would include both their public testimony as well as time to show digital audiovisual material(s), if any. Time guidelines for public testimony are to ensure fairness to all parties, on all sides of an issue, and to help ensure the efficiency of meetings. For current guidelines on time limits, check with the City Clerk's Office.

A schedule of public meetings can be obtained from the City Clerk's Office or viewed on the City's website. In addition, a Tentative Meeting Agenda Calendar (TMAC) document is also available on the City website prior to City Council meetings for upcoming agenda items.

PROCEDURE

How to Submit Written Public Comment

1. Written Materials Submitted Prior to Agenda Posting: Members of the public may ~~deliver-submit~~ written materials (letter, petition or other materials) to have it included as part of an agenda packet to the City Clerk's Office by 10 a.m. 2 noon p.m. ~~on the Wednesday one week~~ prior to the scheduled City Council meeting, by email to clerk@santaclaraca.gov or in-person at the City Clerk's Office at 1500 Warburton Ave., Santa Clara.

a. Submitted written materials, and the information will be copied by normal means (black and white copies, generally 8 1/2" x 11") and included in the aAgenda packets that are distributed to the City Council and City staff, made available at the City Clerk's Office and both City libraries for public review, and are scanned for agenda posting online, are available usually late on the Friday preceding 72 hours before the public the following Tuesday City Council meeting.

a.b. A Tentative Meeting Agenda Calendar listing future planned agenda items is available to the public on the City website.

1.2. Written Materials Submitted After Agenda posting: If written materials are not ~~available-submitted~~ until after by Wednesday at 12 noon 10 a.m. the week prior to the meeting, members of the public may ~~still bring-submit~~ materials to the City Clerk's Office until 125 p.m. on the day of the Council meeting by email to clerk@santaclaraca.gov or in-person at the City Clerk's Office, 1500 Warburton Ave. Santa Clara or by eComment on Legistar (See #4). ~~Submitted written, and those~~



materials will be ~~e-copied and~~ distributed to the City Council and City staff for the meeting. The written submissions will form part of the public record as "Post Meeting Material" and posted online.

3. Written Materials Submitted at the City Council Meeting: ~~After 125 p.m. on~~ On the day of the meeting, members of the public may still submit written materials for consideration at the meeting in-person during public comment.

- a) Provide these to the City Clerk office staff to form part of the public record as "Post Meeting Material."
- b) The submitting individual should make at least fifteen (15) copies of their materials if possible, and provide those to the City Clerk as soon as they arrive at the meeting, so that copies can be for distribution to City Council and staff.
- c) In addition, the public may bring a submitted material in paper format to the City Council meeting which may be projected on the screen as can be best accommodated.

4. eComment: Members of the public may submit an eComment online through the Legistar application on the City website. The eComment function becomes available on the date the agenda is posted online (72 hours before meeting) and closes 15 minutes prior to the start of the meeting. eComments are directly sent to the iLegislate application viewable by the City Council and City staff as public comment.

How to Submit Digital Audiovisual Materials

1. As an alternative to the submission of written materials, or in addition, members of the public may submit digital materials (e.g., PowerPoint presentation, video, audio file, graphics) who wish to utilize a PowerPoint presentation, videotape, DVD, audio tape, or other audiovisual materials as part of to be displayed during their Public Presentations or during public comment associated with an agenda item -at a Council meeting.

2. , should present send-Submit these digital materials by email to the City Clerk's Office at clerk@santaclaraca.gov no later than 10 a.m. on the day of the meeting, along with a contact telephone number where they may be reached for the remainder of the day, up to the start of the meeting at which the materials will be shown.

1.3. If the file is too large to send via email, the public may submit via the



City's electronic file transfer protocol. Please contact the City Clerk's Office for a link to the electronic file upload.

2.4.

~~If the audiovisual materials cannot be viewed through the City's system, or if questions cannot be resolved by 5:30 p.m. on the day of the meeting the submitting individual will be notified as soon as possible at the telephone number they have provided, and the materials will not be shown. Digital materials should be compatible with the City's software, and should be provided in the appropriate formats. Staff will notify submitter by 2 p.m. of the meeting day if the materials are not compatible.~~

5. Please ensure the digital files and presentations use a minimum font size of 14 point for display.

~~Audiovisual materials should be compatible with Microsoft software, and should be provided in one of the following formats:~~

~~-VHS, SVHS or DVD on CD with any media format. No HDTV~~

~~— Items including three-dimensional objects can be displayed on the master display system's document camera overhead projection system; landscape format is preferred; a minimum letter font size of one-half inch should be utilized for handwritten materials to optimize readability.~~

~~— Individual slides can be shown.~~

~~— For PowerPoint presentations, the individual should bring a diskette or CD containing the PPT file that has been saved in Windows-compatible format, with a 24-point font or better to optimize readability.~~

~~— Personal laptops, computers or other equipment may not be linked to the Council Chambers master display system.~~

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6. Personal laptops, computers, USB drives or other personal equipment may not be directly connected to the City Council Chambers master display system for Council meetings. Digital materials must be submitted by the procedures mentioned above.

Reference: Council Approved Policy 1/24/06

City Manager's Directive No. 23

Time Limits for Speakers at Council Meetings.



City of Santa Clara

The Center of What's Possible

Policy and Procedure dated July 2003

City of Santa Clara Council Policy Manual