



### TO CITY MANAGER AND/OR CITY ATTORNEY:

Pursuant to the provisions of California Government Code Section 54956 ("The Brown Act") and Section 708 of the Santa Clara City Charter, the undersigned is requesting a Special Meeting of the:

- ☐ City Council of the City of Santa Clara
- ☐ Board of the Santa Clara Stadium Authority
- ☐ Other (please designate): Governing Board of the:
  - Sports and Open Space Authority
  - City of Santa Clara Housing Authority
  - Bayshore North Project Enhancement Authority
  - Public Facilities Financing Corporation
  - Successor Agency to the Redevelopment Agency

**Date and Time Requested:** \_\_\_\_\_

**Subject matter(s) and proposed action(s) (if any):**

\_\_\_\_\_

### Requesting Party:

**Mayor:** \_\_\_\_\_ **or**  
Name Signature Date

**Councilmember:** \_\_\_\_\_  
Name Signature Date

**REMINDER:** While scheduling discussions are allowed, Government Code section 54952.2 prohibits a majority of the City Council from having substantive discussions on the subject matter of any proposed special meeting outside of a publicly noticed meeting.

### Form Submission Process

1. Prior to requesting a special meeting, the Mayor/Councilmember proposing such meeting will first consult with the City Manager and City Attorney to review the proposed subject and timing of the meeting.
2. If the Mayor/Councilmember desires to proceed with their request, they will complete and submits the special meeting request form to City Manager and City Attorney.
3. Councilmember Request:
  - a. City Manager, or his designee, will poll the rest of the City Council to determine if there is interest and availability for the proposed special meeting.
  - b. If three or more additional councilmembers indicate their approval to schedule the meeting, the City Manager will direct staff to schedule and publicly notice the special meeting in accordance with Government Code Section 54956
4. Mayor Request:
  - a. City Manager will direct staff to schedule and publicly notice the special meeting in accordance with Government Code Section 54956.