

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY OF SANTA CLARA, CALIFORNIA  
ADOPTING PROCEDURAL PRACTICES FOR THE CONDUCT OF  
BUSINESS AT MEETINGS OF THE CITY COUNCIL AND ITS  
AUTHORITIES TO IMPROVE MEETING EFFICIENCY**

**BE IT RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:**

**WHEREAS**, at the City Council meeting of August 8, 2021, the City Council determined that it was in the best interests of the City to promote Council meeting efficiency by adopting a set of meeting procedures governing the process by which Council would conduct its discussion of agenda items;

**WHEREAS**, the City Council agreed to use this process for a period of approximately six months, and to revisit the topic at the February priority setting meeting; and,

**WHEREAS**, the City Council hereby approves the continued use of the meeting procedures, which shall be adopted as a Council Policy Manual section as set forth below.

**NOW THEREFORE, BE IT FURTHER RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:**

1. That each item on a Council and/or Authorities agenda shall be heard and discussed in the following procedure:

A. City staff provides a report on the item (if a staff report is applicable);

B. Each Councilmember who wishes to ask questions, shall then have the opportunity to ask their questions;

C. City staff shall, to the extent possible, then provide a response to all Councilmember questions;

D. The public shall then have the opportunity to provide comment or ask questions;

E. City staff shall, to the extent possible, then provide responses to the comments or questions from the public;

F. A Councilmember shall then make a motion;

G. Each Councilmember who wishes to speak to the motion shall then have the opportunity to make a statement regarding the motion;

H. A vote shall then be taken.

2. That the City Manager is authorized to update the Council Policy Manual, and number the policy as necessary, to reflect this Resolution without further action by the City Council.

3. Effective date. This resolution shall become effective immediately.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION PASSED AND ADOPTED BY THE CITY OF SANTA CLARA, CALIFORNIA, AT A REGULAR MEETING THEREOF HELD ON THE \_\_\_ DAY OF \_\_\_\_\_, 2022, BY THE FOLLOWING VOTE:

AYES: COUNCILORS:

NOES: COUNCILORS:

ABSENT: COUNCILORS:

ABSTAINED: COUNCILORS:

ATTEST: \_\_\_\_\_  
NORA PIMENTEL, MMC  
ASSISTANT CITY CLERK  
CITY OF SANTA CLARA

Attachments incorporated by reference:  
1. None