

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

**A RESOLUTION OF THE CITY OF SANTA CLARA, CALIFORNIA  
AMENDING COUNCIL POLICY 041 “PUBLIC SUBMITTAL OF  
WRITTEN AND AUDIOVISUAL MATERIALS FOR COUNCIL  
MEETINGS”**

**WHEREAS**, Council Policy 041, “Public Submittal of Written and Audiovisual Materials for Council Meetings,” was written to provide guidance on the public submittal of written and audiovisual materials for City Council meetings, and includes the procedure to submit these materials; and

**WHEREAS**, the amended policy, entitled “Public Submittal of Written and Digital Materials for City Council Meetings,” details the process for the public to submit written and digital materials for City Council meetings and updates the policy to expand on process and clarify opportunities for public comment; and,

**WHEREAS**, the amended policy adds a purpose to the policy to establish a clear outline for the procedures regarding the public submittal of written and digital audiovisual materials for City Council meetings by members of the public; and

**WHEREAS**, the amended policy includes revised deadlines for the submittal of written and digital materials and the posting of those materials for City Council meetings; and

**WHEREAS**, the amended policy adds language to include the submission of written comments through eComment in Legistar before the start of City Council meetings; and

**WHEREAS**, the amended policy includes the process for submission of digital audiovisual materials before a City Council meeting.

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

1. That Council Policy 041, now entitled “Public Submittal of Written and Digital Materials for City Council Meetings,” attached here as Attachment 1, is hereby approved and adopted.
2. 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 30TH DAY OF JANUARY, 2024, 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. Council Policy 041 entitled "Public Submittal of Written and Digital Materials for City Council Meetings"