



PUBLIC SUBMITTAL OF WRITTEN AND 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 scheduled 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.

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 submit written materials (letter, petition or other materials) to be included as part of an agenda packet to the City Clerk's Office by 10 a.m. one week prior to a regularly 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 will be included in the agenda packets distributed to the City Council and City staff, made available at the City Clerk's Office and City libraries for public review, and scanned for agenda posting online 72 hours before the City Council meeting.
 - b. A Tentative Meeting Agenda Calendar listing future planned agenda items is available to the public on the City website.
2. **Written Materials Submitted After Agenda posting:** If written materials are not submitted by at 10 a.m. the week prior to the meeting, members of the public may submit materials to the City Clerk's Office until 12 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 materials will be 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:** 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 copies to the City Clerk as soon as they arrive at the meeting 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. In addition, members of the public may submit digital materials (e.g., PowerPoint presentation, video, audio file, graphics) to be displayed during Public Presentations or during public comment associated with an agenda item at a Council meeting.
2. Submit 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 phone number
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.
4. 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.
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 Policy and Procedure dated July 2003

Council Policy Updated <Insert Action> January 30, 2024