



COUNCIL POLICY MANUAL

PURPOSE

The City of Santa Clara Council Policy Manual (hereinafter referred to as "Council Policy Manual") sets forth policies and procedures by which the City Council, Boards, Commissions, Standing and Ad Hoc Committees, shall conduct City Council business and activities.

The Council Policy Manual establishes standard policies to guide a number of the various functions of the City Council and procedures by which such functions are to be performed. It is the purpose of this Policy to establish procedures for the preparation, distribution, and maintenance of Council policies in the Council Policy Manual.

POLICY

PREPARATION

The Council Policy Manual shall include Council policies pertaining to the process by which Council makes decisions on a variety of topics for which Council bears such decision-making responsibility, by virtue of California State law, the Charter of the City of Santa Clara, the Santa Clara City Code, or resolutions.

New Council policies shall first be reviewed and approved by the Governance Committee. Upon such approval by the Governance Committee, Council policies shall be presented for review and approval by the full Council, and shall be adopted by resolution. Upon adoption by resolution, Council policies shall be included in the Council Policy Manual accompanied with the resolution and the date of adoption. Each Council policy shall include its history, including date of adoption and any amendments.

DISTRIBUTION

The Council Policy Manual shall be made available electronically to all City departments.

The Council Policy Manual shall be available to the general public on the City's website or in-person at the City Clerk's Office and the City's libraries.

MAINTENANCE

The Council Policy Manual shall contain all Council policies adopted by resolution of the City Council. The City Council shall amend or rescind the Council Policy Manual on an as-needed basis, and by the same process outlined above for new Council policies. All policy amendments or rescissions shall be adopted and/or incorporated by resolution.

COUNCIL POLICY MANUAL (cont.)

PROCEDURE

1. The City Manager's Office may originate, or as directed by Council or Governance Committee, draft policy proposals or policy amendment/rescission proposals for formal consideration.
2. The proposed Council Policy action will be presented first to the Governance Committee for review and approval and, if approved, to the City Council for adoption.
3. After official adoption by the City Council, the Mayor and Council Offices shall update the Council Policy Manual's Table of Contents to reflect the adopted or amended policy and be responsible for the distribution of the Council policy.
4. The City Manager's Office and the City Attorney's Office shall annually review the Council Policy Manual to determine which, if any, policies need review, revision, or rescission.