

CITY OF OAKLAND

OFFICE OF THE CITY ATTORNEY

EFFECTIVE MAY __, 2020

SUMMARY OF TEMPORARY CHANGES TO COUNCIL'S PROCEDURES FOR NOTICING AND CONDUCTING CITY COUNCIL AND COUNCIL COMMITTEE MEETINGS DURING THE LOCAL EMERGENCY

1. Purpose of Temporary Changes

These temporary procedures and guidelines will provide transparency and clarity for the public and City employees as well as Councilmembers regarding noticing and conduct of Council and Committee meetings

2. Period that Temporary Changes will Remain in Effect –

- The following procedures and guidelines will be in effect during the emergency resulting from the COVID-19 pandemic and while the state or local public health officers' orders or recommendations include social distancing.
- These procedures and guidelines will sunset (terminate) once the public health officers' social distancing orders and recommendations are terminated and Council can resume in-person meetings in City Hall.

3. Regular Council Meetings –

- First and Third Tuesdays of each month
- Commencing at 1:30 p.m.
- Via Audio Teleconference Managed by City Clerk

4. Regular Council Committee Meetings

- Only to be scheduled as needed based on rigorous assessment of complexity
- Via Audio Teleconference Managed by City Administrator
- **Mondays preceding the second Tuesday of the month** – Finance and Management at 1:30 p.m.;
- **Second Tuesdays of the month** – Community and Economic Development at 1:30 p.m.;
- **Fourth Tuesdays of the month** – Public Safety or Public Works at 1:30 pm;
- **Mondays preceding the Fourth Tuesday of the month** – Life Enrichment at 1:30pm;

- **Rules and Legislation Committee meetings** – suspended during the emergency

5. Meetings for Boards and Commissions

- Via Audio Teleconference Managed by City Administrator

6. Scheduling of Agenda Items –

- Regular Council meeting agendas will include a standing item to schedule agenda items for future Council and Committee meetings in lieu of Rules’ Committee meetings.
- Councilmembers also will be able to schedule special Committee meetings and special Council meetings under this item. Rule 28 procedure will continue as is to add or remove items from agendas.

7. Informational Reports –

- City Administrator and Committee Chairs will identify informational reports and during the Council’s standing scheduling item the Council will determine by motion whether to hear such reports or to request that the City Administrator provide informational report.

8. Rule 28 Approvals –

- A list of items approved to be added or deleted from the agendas will be provided to the City Clerk, City Attorney, Mayor, and each Councilmember upon finalization.

9. Public Speakers -

- The speaker procedures in Rule 12 are suspended
- City Clerk will facilitate an electronic process for public speakers and provide the public with information on how to participate in meetings and appropriately address the Council
- Presiding officer may take all speaker comments on all items on the agenda at the beginning of the meeting before the agenda items are called.

10. Noticing of Meetings and Filing Agenda-Related Materials

- Brown Act noticing requirements apply
 - 72-hour Advance Notice for Regular Meetings
 - 24-hour Advance Notice for Special Meetings

- No deadline for Agenda-Related Materials
- However, Council will strive to provide notice and file agenda-related materials to the extent reasonably feasible, in accord with the Sunshine Ordinance's 10-day noticing deadline for regular meetings and 48-hour noticing deadline (excluding holidays and weekends) for special meetings.

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