

## OFFICE OF THE CITY CLERK

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### Council Meeting Access and How to Address the Council

**Assistance for the Disabled:** Agendas, reports and records are available in alternative formats upon request. To order information or request an agenda in an alternative format, please call the City Clerk's Office at least five working days prior to the meeting at **(619) 533-4000 (voice) or (619) 236-7012 (TT)** to ensure availability. A closed caption monitor is available in the City Council Chambers.

**Televised Meetings:** Monday afternoon Council meetings are televised "live" at 2:00 p.m. The Tuesday Council meetings are televised "live" at 10:00 a.m. and 2:00 p.m. (both on Cox Cable 24, Time Warner Cable 24.) The meetings are re-televised at 7:00 p.m. or at the conclusion of the meeting if it runs past 7:00 p.m. on their respective days. Additionally, 6:00 p.m. evening meetings which are held in Council Chambers are also televised "live."

The City Access San Diego Channel Guide is available on the following Internet address: <http://www.sandiego.gov/cabletv/> There may be alternative televised schedules for those areas outside the City of San Diego boundaries. Closed captioning is provided for all City Council telecasts.

**Televised Docket:** Highlights of the City Council Docket Items are televised periodically on Cox Cable 24, and Time Warner Cable 24, Saturdays through Tuesdays, prior to the Council meetings.

**View Live & Archived Council Meetings via the Internet:** Monday and Tuesday Council meetings can be viewed live (at the scheduled meeting times) via the internet at the following Internet address: <http://www.sandiego.gov/> Click on "CityTV," then click "Live webcast." Archived Council meetings beginning with May 2004 to the present date can also be viewed via the Internet by clicking on "Archive."

**Compact Discs ( CD's ) & Video Tapes:** Compact Discs of Council Meetings are available for review in the Office of the City Clerk or may be purchased by contacting the Public Information Section of the Clerk's Office at **(619) 533-4000**. Also, Video tapes of these meetings may be checked out for three days by contacting the City Clerk's Public Information Section. DVDs may be purchased from the CityTV Services Program at **(619) 533-4784**.

**Supplemental Dockets:** Supplemental Dockets may have been published prior to Monday's or Tuesday's meeting.

## HOW TO ADDRESS THE CITY COUNCIL

### **To Address Council On An Agenda Item:**

Speaker forms are available in the Council Chambers prior to each meeting. Fill out a speaker slip “In Favor” or “In Opposition” to the **RECOMMENDATION listed first on the Docket for the subject item**, and submit the form to the City Clerk. Speakers will be called by name to address the City Council when the item is heard. **Time allotted to each speaker is determined by the Chair and, in general, is limited to three (3) minutes;** moreover, collective testimony by those who support or oppose an item is generally limited to no more than fifteen (15) minutes **total per side**.

Members of the public wishing to address the Council must submit a “Request to Speak” form to the City Clerk **prior** to the agenda item being called. Since some items may be taken quickly, or added to the “Consent Agenda,” speaker slips on any item should be submitted at the **beginning** of each Council meeting.

### **To Address Council On Non-Agenda Comment:**

On Tuesday time is reserved on the agenda for “Non-Agenda Comment.” This provides members of the public an opportunity to address the Council on any matter of interest **not** scheduled on the agenda. Subject matter must be within the Council’s jurisdiction. Time allotted to each speaker is determined by the Chair, however, comments are limited to no more than three (3) minutes **total per subject**, regardless of the number of those wishing to speak. Pursuant to open meeting laws, no discussion or action, other than a referral, shall be taken by Council on any issue brought forth under “Non-Agenda Comment.” Members of the public wishing to address the Council under “Non-Agenda Comment” must submit a “Request to Speak” form **prior** to the meeting.

### **To Address An Item Listed On The Consent Agenda:**

To expedite the Council meeting, a “Consent Agenda” is formed at the beginning of the meeting. Consent items are noted on the docket with an asterisk (\*). Items on the Consent Agenda are dispensed with by a single motion. Members of the public may cause an item to be “pulled” from the Consent Agenda by submitting a “Request to Speak” form prior to the meeting. The item will then be discussed separately and public testimony taken later in the day.

### **To Request A “Continuance”:**

Members of the public may request that the hearing of an item be postponed or rescheduled by submitting **prior** to the meeting a “Request to Speak” form and asking that the matter be “continued.” The decision whether to continue the matter is at the Council’s discretion. **(Please note:** The Council will consider requests for continuance in the morning or afternoon, based on when the item was noticed to be heard.)

### **Public Comment via The Internet:**

To express interest or comment about an item to be discussed by the City Council in an upcoming meeting via the Internet, complete the **Public Comment Form** on the Website for the Council docket at this address: <http://www.sandiego.gov/city-clerk/officialdocs/docketcomment.shtml>