

Council Policy #CP-23
Adopted July 16, 2012 by Resolution 2012-42
Revised 4/19/21 by Resolution 2021-29
Revised [] by Resolution []

SUBJECT: City Council study sessions

POLICY STATEMENT: This policy is intended to provide guidelines for the procedures to be followed regarding study sessions of the City Council. The purpose of study sessions is to provide background information and develop consensus on policy issues.

A. STUDY SESSIONS TO BE PUBLIC

1. All study sessions of the Council shall be open to the public.
2. Members of the public shall not be heard on any item during a study session unless scheduled as a speaker at a study session.

B. STUDY SESSION AGENDAS

1. Items may be placed on a study session agenda by direction of the City Council, by the City Manager or by the City Manager's designee(s). The Council may include study session items in the agenda for regular meetings and may hold such study session in addition to regular meetings as the Mayor or any three (3) members of Council may call.
2. Councilmembers may submit supplemental materials for any study session agenda item. Such materials must be received in acceptable electronic form by the City Clerk at least 8 hours before the meeting and will be included in a republished agenda. Such materials shall not include any confidential, privileged, copyrighted, or trademarked material or the intellectual property of any other person. The Councilmember submitting the material is solely responsible for the content. Councilmembers are encouraged to use discretion and conscious of staff time when submitting additional materials. Without the unanimous consent of all Councilmembers present, Councilmembers will not display or cause staff to display any materials unless submitted in accordance with this section.

C. CONDUCT OF BUSINESS AT STUDY SESSIONS

1. Study session generally will be conducted with the same formality as regular and special meetings, except formal procedural rules will not apply. No votes or formal action will occur, [with the exception of a vote to extend the study session meeting, if applicable.](#)
2. During discussion, each Councilmember should request to be recognized by the chair before speaking. Councilmembers may speak multiple times but should expect to wait until everyone who wishes to speak has done so.

3. Councilmembers will use study sessions to discuss policy options with the City Council and to receive input and information from City staff and other designated speakers.
4. No formal action shall be taken by the Council at a study session; however, staff may be given administrative direction by consensus of the Council (no formal motions or votes shall be taken).
5. No minutes shall be kept for study sessions. A general summary of meeting topics and any consensus will be provided to the Council following the meeting.
6. The Mayor or, in his/her absence, the Mayor Pro-Tem shall preside over study session.
7. All business at study sessions shall be conducted in an orderly manner.

D. NOTICE OF STUDY SESSIONS

1. Posting of notice. At least 24 hours before each meeting, the City Clerk shall post a notice of the upcoming Council meeting in public places as determined by the Council.
2. Publicity. Council expects that study session agenda items will be advertised through social media.