

## Stockton, California Council Policy Manual

### Title 4 MEETINGS AND HEARINGS

## **Chapter 4.02 AGENDAS**

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## **4.02.010 POLICY**

- 1) The City of Stockton's City Council follows consistent policies and procedures regarding Council meeting agenda preparation and posting. Items presented to the City Council are the principal responsibility of the City Manager who shall be accountable for the Agenda material and content.
- 2) In addition to complying with this policy, the City Manager will maintain and update an administrative directive and detailed citywide policy regarding the preparation and posting of Council meeting agendas.
- 3) The City Manager shall prepare an agenda for Council meetings and, when necessary, for the Successor Agency of the Redevelopment Agency of the City of Stockton ("Successor Agency"), in accordance with the proposed order of business and shall provide each member of the Council/Successor Agency, the City Clerk, City Attorney and City Auditor with a copy of the agenda at least 72 hours before each regular meeting of the City Council/Successor Agency. The Council/Successor Agency is prohibited from taking action on any item not appearing on the agenda unless a Council/Successor Agency by a two-thirds vote majority determines that an "emergency situation" as that term is defined in Section 2.04.050 of the Stockton Municipal Code exists or that one of the exceptions under [Government Code](#), Section 54954.2(b) applies.

- 4) The City Manager will use discretion to determine which items should be placed on the consent agenda but the City Manager will not place an item on the consent calendar if it appears the Council will need more information or have specific questions as to the item, the public needs to hear the information concerning the item or the highlight will highlight positive accomplishments of the City. The Council/Successor Agency may consider all items on the consent agenda at one time by roll call vote after a motion to approve such consent items has been made and seconded.
- 5) New business except Council/Successor Agency comments and committee reports will not be considered after 11:00 p.m.
- 6) The Mayor and City Manager will decide what items to place on the Council's regular meeting agenda. Any Councilmember may request the Mayor to place an item on the agenda. If the Mayor does not agree to do so, the item will nevertheless be placed on a future agenda if, during an open session, the requesting Councilmember and at least one other Councilmember makes the request.
- 7) Other than for legally required second readings, no agenda item that the Council has voted on at a Council meeting shall appear on the agenda again so as to present the same or substantially the same question for Council consideration unless any one of the following has occurred:
  - A) A motion for reconsideration regarding the item has been passed pursuant to Rosenberg's Rules of Order.
  - B) Six months have passed since the last meeting at which the item was voted on.
  - C) A majority of the entire Councilmembership has requested to have the item on the agenda again.
- 8) POSTING OF AGENDA

The City Clerk shall post an agenda in a location which is freely accessible to the public at least 72 hours before each regular meeting of the City Council.

### **4.02.020 RESPONSIBILITIES**

City Manager:

Accountable for the Agenda material and content.

Decide what items to include on regular meeting agenda.

Place items on regular meeting agenda as requested by Mayor and Council.

### **4.02.030 RELEVANT AUTHORITY**

Stockton Municipal Code Section [2.04.050](#).

[Government Code](#) Section 54954.2(b).

## **4.02.040 RELATED ADMINISTRATIVE DIRECTIVE, CITY POLICY, CITY PROCEDURE**

Administrative Directive - Communication with City Council <IV.D>

Citywide Policy - Reporting to the City Council <IV.D.a>

## **4.02.050 RELATED FORMS, DOCUMENTS, OR LINKS**

Resolution Template: <Link>

Sample Council Meeting Agenda: <Link>

Transmittal Sheet Form: <Link>

Presentation Template: <Link>

Council Staff Report Template: <Link>

Public Hearing Template: <Link>

Council Committee Meeting Report Templates: <Link>

## **4.02.060 FREQUENTLY ASKED QUESTIONS**

None applicable.

## **4.02.070 UPDATE HISTORY**

3/16/81 - Adopted by Resolution No. 38,095

2/22/82 - Amended by Resolution No. 38,894

4/21/86 - Amended by Resolution No. 86-0222

10/26/87 - Amended by Resolution No. 87-0583

5/7/90 - Amended by Resolution No. 90-0286

2/4/92 - Amended by Resolution No. 91-0110

6/7/93 - Amended by Resolution No. 93-0377

2/23/10 - Amended by Resolution No. 10-0041

12/17/13 - Amended by Resolution No. 2013-12-17-1213

1/26/16 - Amended by Resolution No. 2016-01-26-1203

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## Contact:

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