

**CITY OF PACIFIC GROVE
CITY COUNCIL POLICY**

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Council, Board, Commission and Committee Member Appearances at City Hearings and Meetings.	000-6	May 2, 2007	1 of 2

Statement of Purpose

It is of paramount importance to the City Council that all City business be conducted in a fair and impartial manner. At the same time, the Council recognizes that citizens serving their community cannot be expected to give up their right of free speech. This policy is an attempt to establish guidelines that balance the individual's right of free speech with the community's right to due process through the fair and impartial conduct of City business.

Policy Governing Council Members

Members of the City Council may attend and observe hearings and meetings of City boards, commissions, and committees of which they are not members. However, since Council Members may later be required to review and act on decisions and recommendations of lower bodies, Council Members should not participate in or attempt to influence the decisions of such bodies.

Policy Governing Members of Boards, Commissions and Committees

Appointed members of City boards, commissions, and committees may attend hearings and meetings held by other City bodies of which they are not members. If the member is not attending at the direction of and as an official representative of another body, he or she may still participate in the meeting as long as it is clearly explained in advance that such participation is strictly personal and unofficial. Those who serve their community hold a public trust and they should avoid giving any appearance of unfairness.

It is intended that boards, commissions, and committees are provided ample opportunity to exchange information with the City Council during regular City Council meetings. It is recognized that the advisory bodies may benefit from direction by the City Council and that the Council may benefit from timely updates from advisory bodies on their progress and challenges. To foster this communication, the following provisions are adopted:

- Only members of the board, commission, or committee are permitted to speak on behalf of the body.
- The member presenting must be the Chair or another member designated by the advisory body to present material to the Council.
- The material being presented must have been approved by the advisory body at a legally noticed public meeting.
- If the report requires action by the Council at that meeting, a legally noticed agenda report shall be prepared and submitted to the Council prior to the meeting.

Advisory body representatives who do not meet these criteria should speak during the public comment portions of the agenda and clearly identify that they are speaking as individuals and not on behalf of the advisory body.

Adopted: February 1, 1989--Resolution No. 5957

Amended: May 2, 2007-- Resolution No.07-016