Guide to Conducting Meeting

Call to Order: **"**The meeting of the South San Francisco City Council for _____will come to order." *(Mayor may also advise the audience of any special circumstances or announcements*.)

Roll Call: "The Mayor will ask for Roll Call."

Pledge of Allegiance: **"**Please stand for the Pledge of Allegiance."
(*Mayor announces who will lead the pledge.)*

Agenda Review: "City Manager_____ are there any changes to the Agenda?"

Levine Act Disclosures (SB 1181) – The City Clerk or designee will ask members of the City Council to state **whether they have received campaign contributions** from a party involved in the matter that would trigger the Levine Act.

Council will provide a verbal response and state whether or not there is a disclosure to report.
- Councilmember disclose on the record:
  - The **name of the contributor**
  - The **amount** (or that it exceeds the threshold)
- **The City Clerk will confirm with the City Attorney recusals if applicable.**
  If a member is **disqualified** under the Levine Act, the clerk notes that the member:
- Will **not participate** in discussion
- Will **not vote** on the item
- May be required to **leave the dais** during the item (depending on agency rules)

Announcements from Staff: "City Manager_are there any announcements from staff?"

Presentations (shall not exceed 15 minutes): All proclamations, certificates of recognition, and presentations under this item.

Council comments/requests: Council announcements and requests.

Public Comments: City Clerk or designee invites speakers and announces that this section is designated for items not on the agenda or to speak on *Consent Calendar items*. Speakers will be called in random order. All speakers in person will be given priority, then if allowed, remote speakers. If there are no speaker cards, ask if anyone would like to address the Council on a matter not on the Agenda.

Consent Calendar: "The Mayor requests the item(s) to be read."
- Ask for a motion to approve.
- If any items are pulled by a Councilmember, announce: "Item Nos. (cite numbers) will be taken off the Consent Calendar for discussion."
- Ask for a motion and a second, "All in favor, oppose?", "The motion passes." **OR**
- Ask for a motion and a second, roll-call vote.
- Items taken from the Consent Calendar should be considered one at a time and the appropriate staff member will approach the table to answer Council's question(s) or concerns(s)
- Ask for a motion and second for approval for each item.

(Any Councilmember wishing to abstain from approving minutes due to absence shall state their abstention for the record.)

Public Hearings
- The Mayor requests the item to be read.
- **The Mayor opens the public hearing**.
- Call for the staff report.
- Inquire if the applicant is present and if so, invite the applicant to speak after the applicant speaks, ask if there are any speakers for the item and call speakers.
- When everyone has spoken, and all speakers have provided public comment, **the Mayor closes the public hearing.**
- Council discussion – when discussion is complete, ask "Do I have a motion?", "A second?", "All in favor/oppose?". On sensitive items and on motions requiring 4/5 or 2/3 vote, a roll call vote is advisable. State: "Motion passes".
- If no second is made, announce that the motion died for lack of a second.
- If an amendment is made to the original motion after it is seconded, obtain a motion and a second on the amendment first.
- If a motion for approval fails, obtain a motion, second and vote to deny.

Administrative Business
- The Mayor requests the item to be read.
- Staff Report
- Discussion
- Vote

Legislative Business
- The Mayor requests the item to be read.
- Staff Report
- Discussion
- Vote

Items from Council/Committee Reports/Announcements/Honoring the Life of Requests:
Committee Reports and Announcements from Council and requests to adjourn in memory of any individual(s) requested by Council.

<u>Closed Session</u>
- The Mayor requests that the City Clerk or designed read the item(s).
- The Mayor indicates that the Council will enter closed session.
- Reporting out – if no item(s) approved, state "direction given no action taken"; if item(s) approved, have City Attorney report.

<u>Adjournment</u>
- When all business is concluded, the Mayor adjourns the meeting.
- Gavel the meeting adjourned.