



POLICY ON EXPRESSIONS OF CITY OR COUNCIL POSITIONS

Be cautious in representing City Positions on Issues. Individual City Councilmembers are not authorized to speak on behalf of the City or the Council with regard to City or Council policy or positions, except when such policy or position has been clearly established or when the Councilmember has been designated as a spokesperson on a given subject.

Periodically the City Council is requested to formally support or oppose state or federal legislation. In considering whether or not to take such action, it is Council policy to determine first if the legislation involves matters pertaining directly to the City of South San Francisco or its residents as a whole. It should do this in conjunction and working with the City Manager and considering the city's hired consultants specializing in public policy/affairs in legislative matters at the state or federal level. The Council may also weigh the position of the League of California Cities in such policy considerations. If the subject matter does not relate directly to city business or to local citizens, then the Council declines to take a position. If the legislation could be expected to affect the city or its citizens, then the Council may elect to take a position.

Every Councilmember will be allowed to send letters of support or opposition with their individual name signed on it, and without any other Councilmember's name on it unless consent is given. It will be clearly stated in the letter that the statement is a reflection of a singular councilmember's words, and not the official position of the city or the entire City Council.

For legislative matters that are voted on during council meetings, letterhead and signatures of the Mayor, Vice Mayor, and three Councilmembers will all be included in the letter. Legislative letters of support or opposition passed in this manner will be the official position of the city or City Council and the letter will state it as such that its contents was voted on by a majority or unanimously by the Councilmembers.