



## About City Council Meetings...

### Agendas

Agendas for all city council meetings are prepared by the city manager's office, and posted pursuant to state law at least 72 hours before the meeting. For regular meetings on the third Wednesday of the month, the agenda packet is generally available the Friday afternoon prior to the meeting. The full agenda packet (agenda and staff reports) is posted on the City's website by 5 p.m.

The agenda must contain a brief general description of each item of business that will be transacted or discussed at the meeting. State law prohibits any discussion or action on items that are not included on the posted agenda, unless four councilmembers declare that there is an urgent situation that requires immediate action.

### Order of Business

The city council follows a regular order of business as provided in the agenda for each meeting. Citizens are invited and encouraged to speak on any item listed on the agenda following the staff report on the matter and prior to city council vote. Citizens wishing to speak on an item may fill out a speakers form and hand it to the city clerk prior to speaking; however, name and address is optional. Following those speakers who have filled out a form, the Mayor will ask if there is anyone else in the audience who wishes to speak. City protocols establish a three minute limit for each public comment; this period may be extended by the Mayor. The Mayor may also limit total comments to a prescribed period if there are a large number of speakers.

The general order of business at city council meetings is:

- **Presentations**  
Governmental agencies and/or officials and not-for-profit organizations' wishing to address the city council on specific activates are scheduled, by name and subject, at the beginning of the agenda. No action is taken on such matters. Unless specifically scheduled, such individuals and organizations appear at the end of agenda under public comments.
- **Proclamations**  
At various times throughout the year, the city council recognizes individuals, groups or organizations for their contributions to the community by special commendations or proclamations. All proclamations are enacted by a single vote, unless members of the city council request specific items be removed for separate action. Following action, proclamations are read and presented.

- **Consent Calendar**  
 All matters listed under the consent calendar are considered routine and are enacted by a single vote. There is no separate discussion of these items unless members of the city council, the public, or staff request specific items be removed from the consent calendar for separate action. Members of the public wishing to remove an item from the consent calendar may do so by filling out a speaker form or by asking the city manager or a councilmember prior to the beginning of the meeting to remove the item. Items pulled from the consent calendar are not discussed at the time they are pulled; they are scheduled for discussion after action on the balance of the consent calendar.
- **Public Hearings**  
 Public hearing procedures, established by the city council, provide for a staff presentation, which may include advisory committee and applicant comments, followed by any questions the city council may have. The public hearing is then opened and individuals wishing to address the council are invited to speak. Any person desiring to address the council on a public hearing matter may fill out a speaker form and give to the city clerk, but this is not required. The Mayor will call forward speakers in the order that forms are received and will also ask if there are other individuals who wish to address the Council on the matter. Individuals should step up to the podium and address the Council. Following all public comment, the council may close or continue the public hearing. After the public hearing is closed, no further official testimony from the public is taken and the council considers action on the item before it.
- **City Council Section**  
 This section is reserved for council appointments, discussion on regional issues and proposed state/federal legislation and/or matters agendaized by individual councilmembers.
- **City Manager Section**  
 City business that requires city council direction or action, which does not require a public hearing and is not agendaized elsewhere, is discussed and acted upon at this time. The majority of the city's business falls under this category.
- **Committee Reports**  
 Councilmembers represent the city on a variety of committees, joint powers authorities, boards and commissions. During this portion of the meeting, councilmembers report on the activities of these organizations.
- **Public Comment**  
 Citizen participation is invited at all council meetings. To ensure that all Laguna Woods residents have a fair opportunity to appear before the city council, a public comment period is included on each city council agenda. Comments on matters, which are not on the agenda, will be heard during this period. The council cannot discuss, or make decisions on matters presented during the public comment

period. However, information may be provided and the council may direct staff to place a matter on a future agenda.

- **City Council Comments or Announcements**

During this portion of the agenda, individual councilmembers will report on meetings or events they have attended on behalf of the City. They may also ask questions of staff, request that items be agendaized at a future meeting, or may address the public on a non-agenda item. No action is considered or taken during this portion of the meeting.

- **Closed Session**

Under certain limited circumstances, the city council may meet in closed session to discuss personnel matters, litigation and real estate negotiations. The council may discuss these matters and give direction to the city manager, legal counsel or negotiator during the closed session. Any votes taken in closed session must be reported publicly. Appropriate language, including the Government Code section permitting closed session discussion must be printed on the agenda and announced.

- **Adjournment**

At the close of council meeting, the council will adjourn to its next regular or special meeting. The time, date and location of the meeting is announced.

**Recommended Actions** listed on the agenda represent staff, an individual councilmember or a particular city committee's recommendation. The city council may take any action it deems appropriate on an agenda item, and is in no way bound by the recommended action

### **Types of Action the Council May Take**

With the exception of appointments and elections, all types of city council action require a motion and a second. Appointments and election require only a nomination – a second is not required. A motion is not required for discussion; motions may be made before, during or after discussion on an issue.

All councilmembers, including the mayor, vote on all action items on the agenda. A vote may be in support or opposition. Councilmembers may abstain from voting, with an explanation. In order to be adopted a motion requires an "aye" majority of the quorum present, unless the vote of three or four councilmembers is required by statute, ordinance or resolution. A tie vote means that no action has been taken.

- **Ordinances** – an ordinance is a city law, which is enforceable in the court system. When an ordinance is drafted, it must be approved twice – at two separate council meetings. It becomes a law thirty days after passage (second reading). An ordinance remains a city law until and unless it is amended or repealed by a subsequent ordinance.

- **Resolutions** – a resolution is an official statement of council policy. It requires only one reading and once adopted, remains council policy until and unless changed by subsequent resolution.
- **Minute Action** - items before the council which do not require an ordinance or resolution may be enacted by motion and approved by a simple majority of those present.

### **Accommodations for Disabilities**

Individuals, who need special assistance to participate in a council meeting, may contact the city clerk at (949) 639-0500 (Voice) or TDD (949) 639-0535, or the California Relay Service at (800) 735-2929 if you have a TDD or (800) 735-2922 if you do not have a TDD. Notification 48 hours prior to the meeting will enable the city to make reasonable arrangements to assure accessibility to the meeting.