



Administrative Policy

Title: Submission of Presentation Materials Prior to Public Meetings					
Administered By: City Manager’s Office (Office of the City Clerk)					
Policy No.	Issue Date	Revision Date	Dept. Head Approved	City Manager Approved	Mayor Approved
07200.006					

ARTICLE I - PURPOSE

Section 1.1 General Purpose

The purpose of this policy is to establish a standardized procedure for the timely submission by members of the public of audio/visual materials or presentations in advance of any scheduled public meeting to ensure consistency, facilitate orderly and effective public meetings, and limit the City’s exposure to potential liability.

Section 1.2 Superseded Policies

None.

ARTICLE II - DEFINITIONS AND SCOPE

Section 2.1 Definitions

A. **Clerk.** The term “Clerk” shall mean the City Clerk or any employee or officer charged with keeping an accurate record of the proceedings at a public meeting.

B. **Presentation Materials.** The term “presentation materials” shall mean audio/visual information, materials or presentations (e.g., PowerPoint, PDF, images, video files) that a presenter intends to display during the presenter’s comments at a public meeting.

C. **Presenter.** The term “presenter” shall mean an individual who desires to supplement their verbal comments with presentation materials during a public meeting.

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D. Public Meeting. The term "public meeting" shall mean any meeting subject to the Ralph M. Brown Act.

Section 2.2 General Scope

Unless otherwise stipulated herein, this policy applies to all City employees. All such employees shall comply with the provisions outlined in this policy. It is the responsibility of all supervision to ensure that the provisions outlined in this policy are enforced for those City employees under their authority.

This policy shall apply to all presenters. Failure to submit presentation materials in accordance with this policy may result in the presentation materials not being displayed or presented during the public meeting.

Section 2.3 Exemptions from Scope

None.

ARTICLE III – SUBMISSION OF MATERIALS PRIOR TO PUBLIC MEETINGS

Section 3.1 Use of Presentation Materials and City Audio/Visual Equipment by Presenters

Subject to the conditions and requirements of this policy, a presenter is permitted to display presentation materials during the presenter's comments at a public meeting. The presentation materials may be in either electronic, digital or printed format. A presenter may use the City's audio/visual equipment to show such presentation materials.

Section 3.2 Electronic Presentation Materials

A. Submission Deadline. All electronic materials shall be submitted in final form to the Clerk no later than **24 hours prior** to the start of the public meeting.

B. Submission Guidelines. The following guidelines shall apply to the submission of presentation materials in electronic or digital format:

- **USB Flash Drives**: If the presentation materials are stored on a USB flash drive, the physical device must be submitted to the Clerk before the deadline set forth in Section 3.2(A). The device will be returned to the presenter after the conclusion of the public meeting, The device can also be picked up from the Clerk at City Hall on the next business day.

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- **Digital Files:** A presenter may email a digital version of the presentation materials to the Clerk, as long as it is received before the deadline set forth in Section 3.2(A).
- **Web-Based Content:** If the presentation materials include content from a website, the presenter must email the web address (URL) to the Clerk before the deadline set forth in Section 3.2(A).

C. Confirmation of Receipt. It is the responsibility of the presenter to confirm receipt by the Clerk of any electronically submitted presentation materials. As with any technology, there is a risk of hardware or software failure that may prevent the content of the presentation materials from being displayed properly. The presenter assumes this risk and the City is not responsible for such failures.

Section 3.3 Printed Presentation Materials

A. Submission Deadline. Printed presentation materials intended for projection or distribution must be physically submitted to the Clerk before the start of the public meeting. The printed presentation materials will be returned to the presenter after the conclusion of the public meeting.

Section 3.4 Prohibited Presentation Materials

The City reserves the right to reject any proposed presentation materials and deny access to the City's audio/visual equipment under the following conditions:

- The content incites, promotes, or perpetuates illegal activity, violence, or self-harm.
- The content is defamatory.
- The content is obscene, pornographic, or violates community standards.
- The presentation materials contain potential copyright violations or infringes on intellectual property rights.
- The USB flash drive or other digital files containing the presentation materials include harmful viruses, malware, or other disruptive elements.
- The USB flash drive or other digital files containing the presentation materials are incompatible with, or cannot be played on, the City's audio/visual equipment.