

**COUNCIL POLICY
CITY OF CHULA VISTA**

SUBJECT: PRESENTATIONS TO COUNCIL- Special Orders of the Day	POLICY NUMBER	EFFECTIVE DATE	PAGE
	111-02	12-06-2022	1 OF 1

ADOPTED BY: Minute Action

DATED: 10-09-73

AMENDED BY: Resolution No. 2022-XXX

BACKGROUND

The City Council frequently receives presentations at City Council Meetings under “Special Orders of the Day.” It is current practice for the Mayor and City Manager to review and approve requests for placement of items under “Special Orders of the Day.”

“Special Orders of the Day” are brief ceremonial items, such as the issuance of a proclamation to honor significant achievements by community members, highlight an event, promote awareness of community issues, and recognize City employees.

PURPOSE

To establish a formal process for placement of items by City Council members under “Special Orders of the Day” that ensures efficient scheduling and distribution of items on City Council Meeting agendas.

POLICY

Requests by City Council members for items to be placed under “Special Orders of the Day” at an upcoming City Council Meeting must be made in writing to the Mayor by no later than 5:00 p.m. on the day falling six days prior to the requested Council Meeting (e.g., the Wednesday preceding an upcoming Tuesday Council Meeting). Transmission of a request by email will satisfy this requirement. To be considered, requests should include a brief description of the item, the identity of any presenters, an estimate of the duration of any presentation and any timing requirements. Any such request will be subject to approval by the Mayor. Approved items will be scheduled and added to the agenda in consultation with the City Manager and as soon as practical in light of the business demands of upcoming agendas and any identified timing requirements.

In addition to the Mayor’s authority, the City Manager also may place items under “Special Orders of the Day” as deemed appropriate.