

POLICY: CITY COUNCIL MEETING AUDIO/VISUAL PRESENTATION GUIDELINES

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Issue Number: 1
Date Adopted: May 15, 2012

I. PURPOSE

To establish guidelines for public presentations at a City Council meeting where advance notification of presentations will allow meetings to progress smoothly, be presented in a consistent manner and limit the City's exposure to liability.

II. BACKGROUND

This policy applies to members of the public, Commissioners and the Council who wish to make a computer-generated (Power Point, slide show, video, etc.) presentation at a City Council meeting.

III. POLICY

Members of the public, Commissioners and the Council shall adhere to these guidelines when providing an audio/visual presentation at a Council meeting.

IV. PROCEDURES

All audio/visual presentations must be delivered to the City Clerk's Office by 12:00pm (noon) on the Monday preceding the City Council meeting.

- If your presentation is a DVD or CD, please bring it to the City Clerk's office.
- If your presentation includes viewing a website, please email the web address (URL) to the City Clerk's office.
- If your presentation is no larger than 10MB's, you may email it to the City Clerk's office.

Audio/visual material will not be presented if above deadline is not met. Residents may still speak without the aid of electronic visuals. All presentations must comply with applicable time limits for Public Comments.

Use of the audio/visual equipment to present information that is defamatory, obscene or not within the subject matter jurisdiction of the City Council is prohibited. Staff will review the data for potential copyright violations, viruses, obscene or defamatory material, and to ensure its compatibility with

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the City of Yorba Linda's presentation equipment. The City reserves the right to ask that a presentation be revised as necessary to ensure appropriate content and compatibility. Staff should be advised if the presentation contains any audio or animation.

Presenters should arrive at least 15 minutes prior to the meeting to check in with the City Clerk. The presentation will be set up by a staff member who will also operate the equipment during Power Point or slideshow presentations. Alternatively, the presenter may wish to operate the wireless mouse themselves.

Eight (8) hard copies of the presentation should be delivered to the City Clerk's office before the start of the meeting to be distributed to Council, City Manager, City Attorney and City Clerk. A standard fee will be charged to the presenter should the City Clerk need to make the copies. Presentations will become part of the public record and will be included in the records retained in the office of the City Clerk.