

Ordinance No. _____
Ordinance of the Council of the City of Palo Alto
Amending Section 2.04.010 (Regular Meeting) of Chapter 2.04 (Council
Organization and Procedure) of the Palo Alto Municipal Code to Change the
City Council Meeting Start Time from Six p.m. to Five- Thirty p.m.

The Council of the City of Palo Alto does ORDAIN as follows:

SECTION 1. Findings and Declarations. The City Council finds and declares as follows:

(a) The Palo Alto Charter states that the Council shall set a time and place for its regular meetings. (Charter, Art. III, Section 5.) For many years, the Municipal Code has provided that the regular meeting time is the first three Mondays of each month beginning at six p.m. (Palo Alto Municipal Code section 2.04.010.);

(b) In recent years, it has been common for Council meetings to begin at five p.m. Such meetings are noticed as “special meetings” as required by state and local law. (Cal. Govt. Code sections 54954, 54956; PAMC section 2.04.020; Palo Alto City Council Procedures and Protocols, section 2.1(a), p. 9.); and

(c) Council now wishes to amend the Municipal Code to provide that the regular meeting time be the first three Mondays of each month beginning at five- thirty p.m. Meetings noticed for other times will be designated “special meetings.”

SECTION 2. Section 2.04.010 (Regular Meeting) of Chapter 2.04 (Council Organization and Procedure) of the Palo Alto Municipal Code is hereby amended as follows (additions are in underline, deletions are in ~~strikethrough~~):

2.04.010 Definitions

(a) The council of the city shall hold regular meetings on the first three Mondays of each month, at ~~six~~ five- thirty p.m. in the council chambers of the City Hall, 250 Hamilton Avenue, in said city unless the council chambers shall be determined by a majority vote of the council to be inadequate or unavailable for a meeting, in which event the council may designate some other suitable place in the city for the conduct of the meeting. The determination to hold the meeting at a place other than the council chambers may be made by the mayor prior to the regular meeting date; provided, that notice of the change in place for conduct of the meeting shall be published prior to the meeting in a newspaper of general circulation published in the city, setting forth the reasons for the change, and a copy of the notice shall be posted on the council chamber door for at least twenty-four hours prior to the time scheduled for the meeting and during the meeting. If the council adjourns its meeting from the council chambers to another place, notice to adjourn and the new place for holding the meeting shall be posted on the council chamber door during the time the meeting is being held.

(b) Each year, no later than the third meeting in February, the council shall by resolution schedule its vacation for that year. The resolution shall designate the dates of this scheduled vacation and the city clerk will give notice thereof by whatever means are deemed appropriate. During said scheduled annual vacation, there shall be no regular meetings of the council nor of the council standing committees, unless it is an adjourned regular meeting. The mayor or a majority of the council may call a special meeting during the scheduled vacation if necessary.

SECTION 3. Council action on this item is not a project as defined by the California Environmental Quality Act (CEQA) because it is an organizational or administrative matter that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines 15378(b)(5).)

SECTION 4. This ordinance shall be effective on the thirty-first day after the date of its adoption.

INTRODUCED:

PASSED:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

APPROVED:

City Attorney

City Manager

Director of Administrative
Services