

**Policy 7.3.8 Posting of Agendas and Procedure for Confirming Proper Posting and Notice of Meetings**

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**POLICY PURPOSE:**

The purpose of this policy is to provide procedures for the posting of agendas of all public meetings of legislative bodies, as defined in the law, in compliance with the Ralph M. Brown Act (Government Code §54950, et seq.). This policy will govern the location of posting, will formalize the public's right to speak and will provide procedures for confirming that agendas have been posted and notice of meetings given in accordance with the Act.

**POLICY STATEMENT**

1. The agendas or minutes of meetings shall be posted by the City Clerk or appropriate Board or Commission Liaison in the box outside the entrance to the lobby near the City Council Chambers at City Hall, and in the Sunnyvale Library, in a place freely accessible to the public as follows:
  - A. Agendas of regular meetings shall be posted at least 72 hours prior to the meeting.
  - B. Agendas of special meetings shall be posted at least 24 hours prior to any special meeting.
  - C. The minutes of any emergency meeting as defined by Government Code §54956.5 shall be posted for a continuous 10 day period as soon after the meeting as possible.
2. Notice of special meetings and emergency meetings shall be provided as follows:
  - A. Special Meetings. The Clerk or Liaison shall deliver notice of any special meeting to each member of the legislative body holding the meeting, to each local newspaper of general circulation and to any radio and television station which has requested advance notification, at least twenty-four (24) hours prior to any special meeting. The City Clerk or Board/Commission Liaison shall maintain a file of posted agendas and notices delivered prior to any meeting for a period not less than 90 days. Each agenda shall be endorsed by the Clerk or Liaison indicating the time, date, and place of posting and shall also indicate each person, newspaper, radio and television station that received notification.
  - B. Emergency Meetings. The presiding officer or designee thereof shall provide notice of any emergency meeting to each local newspaper of general circulation and each radio and television station which has requested notice at least one hour prior to any emergency meeting.

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3. Each agenda shall provide an opportunity for members of the public to address the legislative body on any matter within the jurisdiction of the legislative body subject to reasonable rules and restrictions as may be necessary under the circumstances.
4. Each agenda should state that no action will be taken on matters not appearing as agenda items unless permitted under provisions of Government Code §54954.2(b).

(Adopted: RTC 86-35CA (12/23/1986); (Clerical/clarity update, Policy Update Project 7/2005))

Lead Department: Office of the City Manager