

THE CITY COUNCIL

The City of Claremont is a General Law City with a five-member City Council elected on a non-partisan basis to serve the community. Municipal Elections are conducted in November of even-numbered years and are consolidated with the County of Los Angeles. Terms are staggered, so that two seats are voted on during one election cycle and three seats during the next cycle. In February 2019, the City transitioned from at-large elections to a district-based election system. The by-district system divides the City into geographic areas. Voters will select a Council candidate from their district every four years. The Council is the legislative policy-making body of City government. The Council enacts ordinances, adopts resolutions, provides direction to staff, approves the City's budget, authorizes contracts, acts as the final appeal body on rulings of commissions, and appoints the City Manager and City Attorney, as well as members of commissions and certain committees.

The Mayor is selected by the City Council, from its members, for a term of one year. The Mayor is the presiding officer at City Council meetings, and executes legal instruments and documents. The Mayor also serves as the official representative of the City at ceremonial events.

Regular Meetings

The regular meeting of the City Council is a vital part of the democratic process in conducting City business. The City Council regular meeting dates are the second and fourth Tuesday of each month, beginning at 6:30 p.m. in the Council Chamber, 225 West Second Street. The City Clerk will post a notice of these meetings at least 72 hours in advance of the meeting.

CIVILITY AND CIVIL DISCOURSE

Civility

Civility is about how people treat each other and involves the display of respect for those who have positions with which one disagrees. Even though disagreement plays a necessary role in governance, it is key to focus on the strengths and weaknesses of proposed solutions to community problems, to listen for the concerns and values that underlie diverse perspectives, and to try to identify points of agreement and common ground.

Applauding or other displays of approval or disapproval are strongly discouraged.

Civil Discourse

Civil discourse is engagement in dialogue intended to enhance understanding, and serves to improve public policy decisions through respectful, courteous, constructive and orderly communication.

CITY OF CLAREMONT Guide to the City Council Meeting Process

Corey Calaycay Mayor

(District 1)

Jennifer Stark, Vice Mayor

(District 3)

Jed Leano, Councilmember

(District 4)

Sal Medina, Councilmember

(District 5)

Ed Reece, Councilmember

(District 2)

Claremont City Hall, 207 Harvard Avenue,
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CLAREMONT CITY COUNCIL MEETINGS

The Agenda

The agenda is the published roadmap for the meeting. The Council may not consider an item of business that is not listed on the agenda unless an emergency situation exists or there is a need to take immediate action, and the need became apparent after the agenda was posted.

The City Council encourages public participation in the decision-making process. Public comment is incorporated into each meeting. Comments are limited to three minutes per speaker on a particular item. Speaker cards are provided in the Council foyer, and while not required, assist the Council and staff when follow up is needed.

Agendas for City Council meetings are posted at City Hall, and on the City website www.claremontca.gov, and copies of the agenda and meeting materials are available for review in the City Clerk's Office, 207 Harvard Avenue, at the Claremont Public Library, 208 Harvard Avenue, the Alexander Hughes Community Center, 1700 Danbury Road, and on the City website. During the meeting, a packet of materials is available for review, and copies of the agenda are available for the audience. These are located on the table in the foyer of the Council Chamber.

Closed Session

If a closed session was held prior to the regular meeting, any reportable action will be announced.

Ceremonial Matters and Presentations

This is the time for introductions, recognitions and presentations. If you are attending the meeting to participate in a ceremonial matter, please check in with a member of staff prior to the meeting.

Public Comment

Individuals wishing to address the Council on items not listed on the agenda may do so during general public comment. The Council is prohibited from taking any action on items not on the agenda, but may refer your matter to staff for follow-up or to be placed on a future Council agenda. When the Mayor asks if there are any members of the public wishing to address items not on the agenda, this is the time to approach the podium, speak directly into the microphone, and address the Council, not the audience.

Individuals wishing to address the Council on items on the agenda will be given the opportunity to speak when that item is announced. The Mayor will ask for public comment after the staff report has been given, and questions have been asked of staff. (see Administrative Items)

Consent Calendar

These items are considered routine in nature, and are generally approved in a single motion and vote of the Council. Public comment is taken on the Consent Calendar as a whole prior to Council action.

Public Hearings – will not begin before 7:00 p.m.

In general, a Public Hearing is an item of business for which a special notice has been given, and is required by law on certain matters, such as zoning changes or the imposition of certain fees.

Administrative Items

Each item of business is considered separately during this portion of the agenda. When the Mayor announces an item, staff will present a report, the Council will ask questions of staff, if any, the public will be invited to comment one at a time following the same rules as under General Public comment, then Council will discuss the matter and take action.



TIPS FOR PUBLIC SPEAKING AND AUDIENCE MEMBERS AT A COUNCIL MEETING

Government decision-making takes time. Time for public input, time for analysis, and time for weighing both sides of the issue before making an informed decision.

The foundation for democracy in America is our constitutional right to tell our elected leaders what we think about issues that affect us. City of Claremont leaders welcome you to attend public meetings and encourage you to participate in discussions that affect you.

Whether you are an experienced public speaker or speaking at the podium for the first time, it may be helpful to remember these public meeting tips:

- When the Mayor calls for public comment, please come forward to the podium.
- Don't be nervous. It may help to take a deep breath and exhale slowly before you speak.
- If you have filled out a speaker card with your name and/or contact information, please hand it to the Clerk.
- As you begin to speak, state your name clearly for the record (although this is not required). If you represent a group or organization, please state that information as well.
- Address the Council, not the audience, and speak directly into the microphone.
- Unless speaking at General Public Comment, please remember to speak only on the topic under consideration.
- Identify your main points. Writing them down ahead of time will help you organize your thoughts and remember them when you're at the podium. The Mayor will set the timer, and you will be provided three minutes to speak on a particular item.
- Check your facts. Accuracy improves your credibility and helps you make a positive impression.
- Handouts summarizing your position may be distributed to the Clerk before or after your presentation. Busy leaders appreciate clear, concise information that helps them identify your key points.
- Make your position known at the beginning, then present supporting information. You will sound organized, which helps people to understand your position.
- Keep your presentation short and simple. People will remember a short presentation better than they will one that rambles and includes too much information.
- Don't repeat yourself. And, if a previous speaker has already made the point you planned to make, simply refer to that speaker and emphasize your support for that position.
- Compelling presentations can be very persuasive to both policy makers and public meeting audiences; however, insulting or degrading language can make you appear belligerent, reducing your credibility as well as the power of your message.
- Applauding or other displays of approval/disapproval are discouraged.
- Close your comments with an action statement such as, "Adopt this resolution" or "I urge you to vote 'yes' (or 'no') on this item."

Staff hopes these tips will help you prepare and present your remarks so they will be clear, concise and accurate. If you have any questions, or need assistance, please seek out a staff member before the meeting. We are all here to assist you. Please call the City Clerk's Office for additional information, (909) 399-5461, (909) 399-5463.

Government is all of us working together so we can make the best decisions for our community.