

4.05.060 - Notice and agenda requirements: Special meetings.

- (A) Special meetings of any local body may be called at any time by the presiding officer thereof or by a majority of the members thereof. All local bodies calling a special meeting shall provide notice by:
 - (1) Posting a copy or image of the agenda in a location freely accessible to the public at least five calendar days before the time of the meeting set forth in the agenda; and,
 - (2) Delivering a copy or image of the agenda to each member of the local body, to each local newspaper of general circulation, and to each media organization which has previously requested notice in writing, so that a copy or image of the agenda is received at least 48 hours (excluding Saturdays, Sundays and holidays) before the time of the meeting set forth in the agenda. Receipt of the agenda shall be presumed upon reasonable proof that delivery was made.
- (B) Local bodies specified in Section 4.05.010.D shall, in addition to the noticing requirements of this section, post a copy or image of the agenda for any special meeting on-line at the local body's website at least five calendar days before the time of the meeting set forth in the agenda. Failure to timely post a copy or image of the agenda online because of software or hardware impairment, as defined in Section 4.05.010.H, shall not constitute a defect in the notice for a special meeting if the local body complies with all other posting and noticing requirements.
- (C) No business other than that set forth in the agenda shall be considered at a special meeting. Each special meeting shall be held at the regular meeting place of the local body except that the City Manager may designate an alternative meeting location provided that such alternative location is specified in the agenda and that notice pursuant to this section is given at least 12 days prior to the special meeting. This 12-day notice requirement shall not apply if the alternative location is at the same address at which regular meetings of the local body occur.
- (D) To the extent practicable, the presiding officer or the majority of members of any local body may cancel a special meeting by delivering notice of cancellation in the same manner and to the same persons as required for the notice of such meeting.
- (E) Special meetings may not be noticed on the same day as a previously scheduled regular meeting that was not noticed in compliance with this ordinance if the special meeting is called to consider any of the items that were included in the notice for such regular meeting.
- (F) Notwithstanding the provisions of subsection (A) through (C) above, a Special Meeting may occur on less than five days' notice if the Mayor or a Council Member, with the concurrence of another Council Member, believe an item is urgent and there is a need to take immediate action. Any such Special Meeting must comply with the Special Meeting notice requirements of the Brown Act.

(Ord. 7459 § 10, 2019; Ord. 7369 § 2, 2017; Ord. 7301 § 1, 2015)