

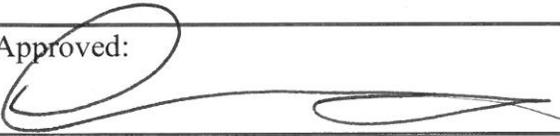
**COUNCIL POLICY  
TOWN OF LOS GATOS**

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Subject: Public Use of Town Equipment  
and Signs at Town Council and  
Planning Commission Meetings

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Approved: 

Effective Date:  
04/21/14

Revised Date:

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SUMMARY

This policy sets requirements for audio/visual presentations and the display of signs and other symbolic material by the public at Town Council and Planning Commission meetings.

PURPOSE

The purpose of this policy is to establish procedures for public presentations using audio/visual equipment at Town Council and Planning Commission meetings in a manner that allows the public to present information, while ensuring that meetings progress smoothly and that Town information systems are protected. This policy also establishes requirements related to the display of signs, posters, and other symbolic materials by members of the audience to ensure that such displays do not impede ingress, egress, or visibility in the meeting area.

SCOPE

This policy applies to anyone making a presentation to the Town Council or Planning Commission using audio/visual equipment for all agenda items, including Verbal Communications. For this policy, "Audio/visual presentation" refers to video, Power Point, music, or other digital formats presented on an electronic device, and not photographs and documents displayed on an overhead projector. With regard to signs and other symbolic materials, this policy applies to all members of the public attending a Town Council or Planning Commission meeting.

POLICY AND PROCEDURES

1. General Guidelines

- a) Audio/visual presentations are permitted on all agenda items, including Verbal Communications.
- b) Public presentations using audio/visual equipment or material shall comply with the time limits set by the Mayor or Chair for public comments. The time limit will include set-up of the equipment or material.
- c) The Town will provide a dedicated electronic device for audio/visual presentations by the public at Town Council and Planning Commission meetings. For security reasons, the

electronic device will not be connected to the Town's information systems or the Internet. Members of the public are not permitted to connect their own electronic devices to the Town's audio/visual equipment.

- d) The Town will provide an overhead projector for the display of photographs and documents.
- e) The Town is not responsible for damage to audio/visual presentations submitted by the public.
- f) For maps and large freestanding displays, presenters should bring their own easels and inform the Clerk Administrator or staff liaison prior to the start of the meeting.

## 2. Notification, Submission and Review Requirements

- a) Persons wishing to make an audio/visual presentation on any agenda items, including Verbal Communications, at a Town Council or Planning Commission meeting must submit their presentation electronically, or on a flash drive or DVD to the Clerk Office or staff liaison no later than 3:00 p.m. on the day of the meeting. Any audio/visual materials not submitted by the time specified in this policy will not be displayed on or through the use of Town equipment.
- b) The Clerk's Office or the Town department responsible for the related agenda item will confirm the compatibility of the digital format with the Town's equipment, and will notify the appropriate individual within two hours of submission if the material is not compatible with the Town's equipment. The Clerk Administrator or staff liaison will load the material on the Town's dedicated electronic device prior to the start of the meeting, and will activate the device for the presenter. The material must be queued at the point where the speaker would like it to begin. If making a PowerPoint presentation, the speaker should advise staff if the presentation contains audio or animation. The presenter may use the Town's remote control to run the presentation.
- c) Audio/visual presentations become a part of the Council administrative record or Planning Commission record. If the presentation is provided on a flash drive or DVD, the Town will retain the data storage medium unless the presenter requests it be returned. The presenter must pick up the data storage medium from the Clerk or Planning Commission staff within two weeks from the date of the meeting at which it was presented
- d) Persons wishing to use the overhead projector to display photographs/documents under Verbal Communications or any agenda item are encouraged to notify the Clerk Administrator or staff liaison prior to the start of the Town Council or Planning Commission meeting. Any photographs/documents displayed on the overhead projector become a part of the administrative record and the material or a copy of the material must be retained by the Town.
- e) Any member of the public may bring to a meeting printed materials regarding an agenda item for consideration by the Town Council or Planning Commission. If the material can be displayed on the overhead projector, section 2d of this policy applies. If the material cannot be displayed on the overhead projector, and the member of the public wishes the Town Council or Planning Commission to receive a copy of the material, it is requested that the speaker provide a minimum of eight (8) copies to allow the Council or

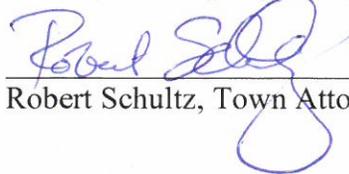
Commission, Clerk, key staff, persons directly affiliated with the agenda item, and the general public to review the material. The Brown Act requires equal access to all materials considered in a public meeting to ensure fairness and transparency.

- f) Persons wishing to submit materials when speaking under Verbal Communications must submit one (1) copy for the administrative record. The Town Council or Planning Commission cannot take actions regarding matters raised during Verbal Communications.

### 3. Signs and Other Symbolic Materials

- a) Symbolic materials, such as signs, posters, banners, etc., will be allowed in the Council Chambers with the following limitations:
- Not larger than 18 inches by 24 inches.
  - No sticks, posts, poles or other such items shall be attached to the signs or other symbolic materials.
  - The items cannot create a building maintenance problem (such as confetti) or a fire or safety hazard.
- b) Members of the public with signs and other symbolic materials must not raise the items above shoulder level (whether seated or speaking from the podium), obstruct the view of other attendees or the Council or the passage of other attendees, or otherwise disturb the business of the meeting.

APPROVED AS TO FORM:

  
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Robert Schultz, Town Attorney