



POLICY: AUDIO/VISUAL PRESENTATION GUIDELINES FOR MEETINGS

Number: C-14
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Issue Number: 3
Date Adopted: June 2, 2020
Replaces: August 5, 2014

I. PURPOSE

To establish guidelines for public presentations at City Council Meetings, Commission Meetings, or Special Meetings, where advance notification of presentations and proper use of the City's projection equipment will allow meetings to progress smoothly, be presented in a consistent manner, and limit the City's exposure to liability.

II. BACKGROUND

This policy applies to members of the public who wish to make a computer-generated (PowerPoint, slideshow, video, etc.) presentation at a City Council Meeting, Commission Meeting, or Special Meeting.

III. POLICY

Members of the public shall adhere to these guidelines when providing an audio/visual presentation at a City Council Meeting, Commission Meeting, or Special Meeting.

IV. PROCEDURES

Council Meetings - All audio/visual presentations must be delivered to the City Clerk's Office by 12:00 p.m. on the Monday preceding the City Council Meeting. If your presentation is a DVD or CD, please bring it to the City Clerk's office. If your presentation includes viewing a website, please email the web address (URL) to the City Clerk's office. If your presentation is no larger than 10MB's, you may email it to the City Clerk's office. Audio/visual material will not be presented if above deadline is not met. Residents may still speak without aid of electronic visuals.

Commission Meetings - All audio/visual presentations must be delivered to the specific Commission's Recording Secretary by 12:00 p.m. on the day preceding the City Commission Meeting. If your presentation is a DVD or CD, please bring it to Recording Secretary. If your presentation includes viewing a website, please email the web address (URL) to the Recording Secretary. If your presentation is no larger than 10MB's, you may email it to the Recording Secretary. Audio/visual material will not be presented if above deadline is not met. Residents may still speak without aid of electronic visuals.



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All presentations must comply with applicable time limits for Public Comments. Use of the audio/visual equipment to present information that is defamatory, obscene or not within the subject matter jurisdiction of the City Council or City Commissions is prohibited.

Staff will review the data for potential copyright violations, viruses, obscene or defamatory material, and to ensure its compatibility with the City of Yorba Linda's presentation equipment. The City reserves the right to ask that a presentation be revised as necessary to ensure appropriate content and compatibility. Staff should be advised if the presentation contains any audio or animation.

Presenters for City Council Meetings should arrive at least 15 minutes prior to the meeting to check in with the City Clerk. Presenters for Commission Meetings should arrive at least 15 minutes prior to the meeting to check-in with the Commission's Recording Secretary. The presentation will be set up by a staff member who will also operate the equipment during PowerPoint or slideshow presentations. Alternatively, the presenter may wish to operate the wireless mouse themselves.

Eight (8) copies of the presentation should be delivered to the City Clerk's office before the start of the City Council Meeting to be distributed to Council, City Manager, City Attorney, and City Clerk. A standard fee will be charged to the presenter should the City Clerk need to make the copies.

Eight (8) copies of the presentation should be delivered to the Commission's Recording Secretary before the start of the meeting to be distributed to Commissioners, Department Head, Recording Secretary, staff and/or City Attorney. A standard fee will be charged to the presenter should the City need to make the copies.

Presentations will become part of the public record and will be included in the records retained in the Office of the City Clerk and/or specific Commission's Department.