#### **CONDUCT OF BUSINESS**

The Mayor is the presiding officer of the City Council. Any member of the public may speak on any item on the agenda for up to three minutes. All statements and questions must be addressed to the Mayor.

City Council hearings serve as a venue for the discussion of sometimes divergent points of view. Please respect the opinions of others and refrain from cheering or clapping. That may delay the meeting or intimidate other persons wishing to express alternate views. Actions that disrupt the meeting will result in a warning, followed by removal if disruption continues.

The proceedings of the meeting are recorded, therefore members of the audience who address the City Council must come to the lectern/microphone, and are requested to complete a Speaker Card and identify themselves. Completion of Speaker Cards and identifying yourself is voluntary and not required to attend the meeting or provide comments.

## FLOWCHART FOR HEARING ITEMS: Mayor introduces Councilmembers report any site agenda item visits or outside communications. Staff reports and makes Councilmembers ask clarifying recommendation Applicant or Councilmembers ask Appellant makes questions. For appeals of presentation approvals, the applicant may (up to 10 mins.) respond to appellants presentation. Speakers submit a Request to Mayor invites members of Speak card, and are allowed up to the public to speak about the agenda item 3 minutes per individual. Council members may ask questions of speakers. Mayor Invites applicant/appellant to repond to public Mayor closes the hearing Council holds initial discussions and/or a Councilmember makes a motion and obtains a second. City Council votes on the The City Council then discusses and agenda item deliberates on the motion(s) and votes.

## **PUBLIC HEARINGS**

The City Council is required by law to hold public hearings on certain matters prior to making its decision. Notice to interested parties is given by legal advertisement in the local newspaper of general circulation at least 10 calendar days preceding the hearing date. Applications requiring public hearings include change of zoning, variances, use permits, and tentative maps.

#### **COUNCIL MEETINGS**

The City Council regularly meets the first and third Tuesdays of each month. These meetings are held in the Council Chamber of the Cupertino Community Hall, 10350 Torre Avenue, at 6:45 p.m. Closed sessions, when needed, are normally held at 6:00 p.m. Closed sessions cover items such as personnel, litigation, or the sale, purchase, or lease of property. The law requires certain actions taken in closed session to be reported in open session.

Urgent business, holidays, or election days may trigger special or adjourned meetings. These meetings will be noticed beforehand.

# AGENDAS, MINUTES, AND PACKETS AVAILABLE ON THE WEB

Agendas, minutes, and packets for current and prior City Council and Planning Commission meetings are available at <a href="https://www.cupertino.org">www.cupertino.org</a>, or you can purchase the items on CD.

### **CITY COUNCIL DECISION IS FINAL**

Prior to seeking judicial review of any adjudicatory (quasi-judicial) decision, interested persons must file a petition for reconsideration within ten calendar days of the date the City Clerk mails notice of the City's decision. Reconsideration petitions must comply with the requirements of Cupertino Municipal Code §2.08.096. Contact the City Clerk's office for more information or go to <a href="https://www.cupertino.org/index.as">www.http://www.cupertino.org/index.as</a> <a href="https://www.cupertino.org/index.as">px?page=125</a> for a reconsideration petition form.