



CITY OF DEL MAR CITY COUNCIL POLICY BOOK

304	CALLING OF A CITY COUNCIL SPECIAL MEETING	DATE REVISED:	9-15-2014
		BY RESOLUTION:	2014-70
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POLICY:

1. A Special Meeting can be called at any time by the Mayor or a majority of the City Council.
2. The Notice and Agenda shall be prepared under the direction of the City Manager.
3. The Notice and Agenda shall be submitted to the City Clerk to accomplish the noticing in accordance with the Government Code.
4. Notice to a Councilmember may be accomplished by personal delivery, electronic mail (email), telephone, telephone answering machine, or facsimile machine.
5. Before a Councilmember goes out of town or will otherwise be unable to be reached for a significant period of time, the Councilmember will file, with the City Clerk, a waiver of notice of special meetings. The waiver will allow a special meeting to be conducted even though the absent Councilmember did not receive notice.

DISCUSSION:

This policy provides for the use of special meetings as a lawful tool for the accomplishment of the public's business.