

RESOLUTION NO. 13281

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAFAEL ADOPTING A POLICY REGARDING THE USE OF PERSONAL COMPUTING DEVICES DURING CITY COUNCIL, BOARD, COMMISSION AND COMMITTEE MEETINGS

WHEREAS, as part of the City's continuing efforts to reduce waste in connection with its Climate Change Action Plan, the City Council wishes to allow Councilmembers and officers of City Boards, Commissions and Committees to use personal computing devices and software to receive, store and review meeting agenda materials during their meetings; and

WHEREAS, the City Council and its Boards, Commissions and Committees are required to make decisions on a variety of matters impacting the City of San Rafael and its citizens, including matters for which public hearings are held; and

WHEREAS, the City Council is committed to maintaining the City's compliance with proper meeting decorum and laws, including the Ralph M. Brown Act; and

WHEREAS, the City Council wishes to adopt a policy governing the use of personal computing devices during City Council, Board, Commission and Committee meetings.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of San Rafael as follows:

1. "Personal computing devices" for purposes of this Resolution shall include cell phones and "smart" phones, iPads, tablets, notebooks, netbooks, laptops and desktop computers, and other similar devices.

2. During City Council meetings that are noticed and open to the public pursuant to the Ralph M. Brown Act, personal computing devices may be used by the Mayor and City Councilmembers for the receipt, storage, retrieval, review and notation of agenda reports and materials provided to the City Council for such meetings. During Council meetings, the Mayor and/or City Councilmembers are encouraged not to access the internet or City intranet using personal computing devices if to do so would distract the official from his or her duties or create the appearance of inattention to the proceedings. Instead, requests for information may be directed to staff, whose responsibility it is to research and distribute information relevant to the proceedings. Except in an emergency or for an urgent personal communication, the Mayor and/or City Councilmembers shall not use personal computing devices to receive or send telephone calls, emails, text messages, social media site messages/postings, or other communications.

3. The foregoing policies shall also apply to City Board, Commission and Committee members during their respective noticed public meetings, but shall not apply to City Council subcommittee meetings.

4. Any personal computing devices provided by the City to City Council, Board, Commission or Committee members shall be the property of the City and shall be returned to the City when that member is no longer serving in such capacity.

I, Esther Beirne, Clerk of the City of San Rafael, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted at a regular meeting of the San Rafael City Council held on the 17th day of January, 2012, by the following vote to wit:

AYES: Councilmembers: Connolly, Heller, Levine, McCullough & Mayor Phillips

NOES: Councilmembers: None

ABSENT: Councilmembers: None



ESTHER C. BEIRNE, City Clerk