



City of Lindsay
City Sign Ordinance Ad-Hoc Committee
Guidelines

Approved and Adopted:

May 17, 2023

Table of Contents

Section 1. General.....	3
Section 2. Decorum.....	3
Section 4. Posting Notice & Agenda.....	4
Section 5. Meetings.....	3-4

Section 1. General

1.1 Purpose. The purpose of the City Sign Ordinance Ad-Hoc Committee Guidelines is to outline the responsibilities and expectations of the Committee. The Committee shall serve a single purpose that is not perpetual, have a defined purpose and timeframe to accomplish that purpose, dissolve once the specific task is complete or the time has expired.

1.2 Expectations.

The Committee shall:

- Meet, review, and discuss the City's Sign Ordinance and make recommendations to the City Council.
- Act as an advisor to the City Council.

Section 2. Decorum

2.1 Committee Members. Committee Members shall accord the utmost courtesy to each other, City employees, and the public. When speaking, a Committee Members tone should remain neutral and non-verbal communication aspects should be considerate and polite.

Section 3. Posting Notice & Agenda

3.1 Posting of Notice and Agenda. For every meeting, the City Clerk or other authorized person shall post a notice of the meeting, specifying the time and place at which the meeting will be held, and an agenda containing a brief description of all items of business to be discussed at the meeting. This notice and agenda may be combined in a single document. The City Clerk shall post each agenda for a City Sign Ordinance Ad-Hoc Committee meeting no less than 72 hours in advance of the meeting online and in the official bulletin board.

3.2 Location of Posting. The notice and agenda shall be posted on a bulletin board, publicly accessible, at City Hall, 251 E. Honolulu Street, Lindsay, California, and on the City website.

Section 4. Meetings

4.1 Meeting Time and Location. As a matter of general principle, the Committee shall conduct its meetings at 6:00 p.m. on the third Wednesday of the month in the City Hall Conference Room located at City Hall. The time, date, or place of a meeting may be altered as published in the Committee meeting agenda.

4.2 Adjournment. It shall be the policy of the Committee to adjourn meetings by 7:30 p.m. unless the Committee elects to continue past the adjournment hour by unanimous consent of all members in attendance. If at the hour of 7:30 p.m. the Committee has not concluded its business, the Committee will review the balance of the agenda and determine by vote whether to continue any remaining items to the next meeting or adjourn the meeting to another date and time pursuant to the procedures set forth in the Brown Act.