

City of San José, California

COUNCIL POLICY

TITLE ORIENTATION OF CANDIDATES FOR COUNCIL	PAGE 1 of 2	POLICY NUMBER 0-13
EFFECTIVE DATE February 5, 1980	REVISED DATE	
APPROVED BY COUNCIL ACTION		February 5, 1980

BACKGROUND

On February 5, 1980, Council approved establishment of an Orientation Program to provide general information on municipal affairs to candidates for Council seats.

PURPOSE

To provide prospective Council members with a basic understanding of the role of the Council and the functions of the City, including San José's form of government, its rights, powers and liabilities and the roles and responsibilities of its constituent units.

POLICY

It shall be the policy of the City of San José to make available to all candidates for the City Council systematic methods of receiving information necessary to be informed on City policies, procedures and activities in preparing for candidacy.

RESPONSIBILITY

1. **Mayor**

The Mayor shall administer the Orientation Program for candidates for Council.

2. **City Manager**

The City Manager shall provide the necessary staff support to the Orientation Program.

ORIENTATION

At a minimum, the Orientation Program shall provide the following:

1. **Work Shops**

Work Shops conducted by members of the City Administration and Council members shall provide an overview of the City's functional responsibilities and the relationship between Council and the City Administration; a comprehensive overview of the City Organization, including Departmental missions, goals and objectives; functional role and responsibilities; and budgetary, legal and operational constraints.

2. **Tours**

Tours will be conducted to cover the following areas:

- Redevelopment and Neighborhood Rehabilitation Areas
- Major facilities operated by the City outside of the City Hall complex
- Major components of the Transportation System within the City boundaries

TITLE ORIENTATION OF CANDIDATES FOR COUNCIL	PAGE 2 of 2	POLICY NUMBER 0-13
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SCHEDULE

Orientation shall be provided as follows:

- A maximum of two orientation programs shall be scheduled and conducted within 30 calendar days following the last day for declaration of candidacy.
- If necessary, one orientation program shall be scheduled and conducted within 30 calendar days following the primary election. This program will be conducted only if new, significant orientation issues have emerged since the previous program and it is determined that such an orientation is warranted.