



**TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE MEETING AGENDA
SEPTEMBER 23, 2025
110 EAST MAIN STREET
TOWN COUNCIL CHAMBERS
5:00 PM**

Matthew Hudes, Mayor
Mary Badame, Council Member

IMPORTANT NOTICE

The Town of Los Gatos strongly encourages your active participation in the public process. If you are interested in providing oral comments during the meeting, you must attend in-person. Instructions for providing public comments are listed at the end of the agenda.

CALL MEETING TO ORDER

ROLL CALL

CONSENT ITEMS *(Items appearing on the Consent are considered routine Town business and may be approved by one motion. Members of the public may provide input on any Consent Item(s) when the Chair asks for public comment on the Consent Items.)*

1. Approve the August 26, 2025, Policy Committee Regular Meeting Minutes.

VERBAL COMMUNICATIONS *(Members of the public are welcome to address the Committee on any matter that is not listed on the agenda. To ensure all agenda items are heard and unless additional time is authorized by the Chair, this portion of the agenda is limited to 30 minutes and no more than three (3) minutes per speaker. In the event additional speakers were not able to be heard during the initial Verbal Communications portion of the agenda, an additional Verbal Communications will be opened prior to adjournment.)*

OTHER BUSINESS *(Up to three minutes may be allotted to each speaker on any of the following items.)*

2. Discuss and Consider Revisions to the Town Agenda Format and Rules Policy 2-01
3. Review and Provide Direction on the Revisions to Standardize the Town's Boards, Committees, and Commission's Enabling Resolutions

ADJOURNMENT

ADA NOTICE In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk's Office at (408) 354-6834. Notification at least two (2) business days prior to the meeting date will enable the Town to make reasonable arrangements to ensure accessibility to this meeting [28 CFR §35.102-35.104].

NOTE: The ADA access ramp to the Town Council Chambers is currently under construction and will be inaccessible until further notice. Individuals who require the use of that ramp to attend meetings should contact the Clerk's Office at least two (2) business days in advance to arrange for alternative accommodations.

HOW TO PARTICIPATE

The Town of Los Gatos strongly encourages your active participation in the public process. If you are interested in providing oral comments during the meeting, you must attend in-person, complete a speaker's card, and return it to the staff. Members of the public may provide public comments for agenda items in-person or virtually by following the instructions listed at the end of the agenda.

Public Comment During the Meeting:

If you wish to speak on an item on the agenda, please complete a speaker card and return it to staff. On the card, indicate whether you wish to speak under Verbal Communications (for items not listed on the agenda) or specify the agenda item number you wish to address. When called to speak, please limit your comments to three (3) minutes, or such other time as the Chair may decide, consistent with the time limit for speakers at a Town meeting. Speakers at public meetings may be asked to provide their name and to state whether they are a resident of the Town of Los Gatos. Providing this information is not required.

Deadlines to Submit Written Comments:

If you are unable to participate in person, you may submit your comment via email at clerk@losgatosca.gov. Please list "Public Comment Item #_" (insert the item number relevant to your comment) in the subject line. Persons wishing to submit written comments to be included in the materials provided to the committee must provide the comments by the following deadlines:

- 11:00 a.m. the day before the Committee meeting to be included as an addendum
- 11:00 a.m. the day of the Committee meeting to be included as a desk item



**TOWN OF LOS GATOS
TOWN COUNCIL POLICY COMMITTEE**

MEETING DATE: 09/23/2025

ITEM NO. 1.

ITEM NO: 1

**DRAFT
Minutes of the Town Council Policy Committee Meeting
August 26, 2025
5:00 P.M.**

The Town Council Policy Committee conducted a meeting in person.

MEETING CALLED TO ORDER AT 5:00 P.M.

ROLL CALL

Committee Members Present: Mayor Matthew Hudes, Council Member Badame.

Staff Present: Chris Constantin, Town Manager; Gabrielle Whelan, Town Attorney; and Wendy Wood, Town Clerk.

CONSENT ITEMS (TO BE ACTED UPON BY A SINGLE MOTION)

1. Approve the Minutes of the May 27, 2025, Policy Committee Regular Meeting.

There was no public comment.

MOTION: Motion by Council Member Badame to approve the consent calendar. **Seconded** by Mayor Hudes.

VOTE: Motion passed unanimously.

VERBAL COMMUNICATIONS

There were no verbal communications.

OTHER BUSINESS

2. Review and Provide a Recommendation Regarding Revisions to Town Council Policy 2-11: Residency and Attendance Requirements and Establishing a Quorum.

Wendy Wood, Town Clerk, presented the staff report.

There was no public comment.

SUBJECT: Draft Minutes of the Council Policy Committee Meeting of August 26, 2025

The Committee discussed the proposed revisions and requested that language be added to the Policy and the Administrative to clarify that any major changes made to that manual will be brought to the Town Council.

MOTION: **Motion by Council Member Badame** to make a recommendation to the Town Council to adopt the revised Council Policy 2-11 Residency and Attendance Requirements and Establishing a Quorum with an added statement that any major changes will be brought to the Town Council. **Seconded by Mayor Hudes.**

VOTE: **Motion passed unanimously.**

3. Review and Provide Direction on Revisions to the Following Town Board and Commissions Enabling Resolutions: Arts and Culture Commission, Community Health and Senior Services Commission, Library Board, Parks Commission, Complete Streets and Transportation Commission, and Diversity, Equity, and Inclusion Commission

Wendy Wood, Town Clerk, presented the staff report.

There was no public comment.

The Committee discussed commission membership, as well as standardizing the format and content of enabling resolutions across all commissions to create consistent and streamlined documentation. The Committee also considered adopting an interim resolution to align the Youth Commissioner's role with current enabling resolutions.

MOTION: **Motion by Mayor Hudes** to make a recommendation to direct staff to bring an interim resolution to council, to codify the Youth Commission role as a non-voting member on other commissions. **Seconded by Council Member Badame.**

VOTE: **Motion passed unanimously.**

The Committee asked staff to explore options for developing streamlined and standardized commission documentation that incorporates the proposed composition of each commission's membership, and to bring it back to the Committee for consideration.

ADJOURNMENT

The meeting adjourned at 6:25 p.m.

SUBJECT: Draft Minutes of the Council Policy Committee Meeting of August 26, 2025

This is to certify that the foregoing is a true
and correct copy of the minutes of the
August 26, 2025, meeting as approved by the
Town Council Policy Committee.

Wendy Wood, Town Clerk



TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE REPORT

MEETING DATE: 9/23/2025

ITEM NO. 2.

ITEM NO: 2

DATE: September 23, 2025
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: Discuss and Consider Revisions to the Town Agenda Format and Rules Policy 2-01

RECOMMENDATION:

Discuss and consider revisions to the Town Agenda Format and Rules Policy 2-01.

BACKGROUND:

Town Council Policy 2-01 "Town Agenda Format and Rules" was adopted to establish procedures to standardize the Town Council agenda process and ensure orderly meetings. This Policy applies to the Town Council and all Town Boards, Committees, and Commissions. There have been numerous revisions to the Policy to reflect the changing needs of the Town Council.

Changes to this Policy were discussed at the November 26, 2024, Policy Committee meeting. At that meeting, staff proposed changes to various sections to provide better transparency and clarity. The proposed changes included the following sections:

- Section C - Communications by Members of the Public (1) Verbal: The proposed change included removing redundant language to improve clarity and conciseness.
- Section I - Preparation of the Agenda: The proposed changes to this section were to update and clarify the process for Council Members to request agenda items for Town Council consideration and clarify that the agenda is prepared by staff in consultation with the Mayor, with the Mayor's role being collaborative and advisory, not unilateral. The proposed change is intended to help establish a transparent and inclusive process for Council Members to propose future agenda items.
- Section L - Conduct of Town Council Meetings: The current policy did not identify a specific procedural process, so to help provide clarity and efficiency in parliamentary procedure, staff recommended adopting Rosenberg's Rules of Order.

Reviewed by: Town Attorney

SUBJECT: Recommend to the Town Council Modifications to Town Council Policy 2-01
Entitled Town Agenda Format and Rules

DATE: September 23, 2025

The Committee discussed the proposed changes and provided feedback. The committee expressed some concerns with Rosenberg's Rules of Order in regard to reconsidering a motion and the ability to asking clarifying questions after public comment. The committee requested staff review the policy to address the issues raised and return to the Policy Committee with the revised changes.

DISCUSSION:

Staff conducted a comprehensive review of the existing Policy and is proposing a series of enhancements intended to improve clarity and consistency in the language. Attachment one is the redline policy, which reflects the proposed changes.

Key proposed modifications include:

- Section A - Order of the Agenda: This section was revised to align with the current order of the agenda.
- Section C - Communications by Members of the Public (1) Verbal Communication: This section was revised to add clarifying language and remove the direction addressed in Section F.
- Section C - Communications by Members of the Public (3) Submittal of written materials by Applicant and Appellant: This section was removed because it is no longer in practice, and the code section cited no longer exists.
- Section F - Council Matters: This section was revised to outline the process by which Council Members may request items for inclusion on the Town Council agenda. This modification establishes a two-step process: two Council Members may request an item for future discussion without staff work, and three or more Council Members must support further consideration in order to direct staff to prepare an item for formal action.
- Section G – Adjournment: This section clarifies that Council meetings will adjourn at 11:00 PM unless a majority of Council Members present vote to extend the meeting.
- Section I - Preparation of the Agenda: This section was amended to remove the responsibility from the Mayor to unilaterally decide whether an agenda item is added. This change will help mitigate potential discomfort associated with such determinations and encourage a more collaborative approach to agenda-setting. The intent of this proposed change is to help preserve the ability of minority Council Members to initiate public discussions on the merits of a proposal.
- Section L - Conduct of Town Council Meetings: This section was amended to adopt Rosenberg's Rules of Order with modifications, including adding an opportunity for clarifying questions after public comment and establishing a detailed process for reconsideration of prior Council actions.
- Section N – Remote Attendance (3) Remote Participation by the Public: This section was amended to clarify that remote participation is available only for Town Council, Finance Commission, and Planning Commission meetings (except closed sessions), based on available technology and equipment.
- Section Q - Behavior Expectations and Consequences at Town Council Meetings: Behavior Expectations and Consequences at Town Council Meetings: This section was amended to incorporate civility expectations and procedures for managing disruptive behavior, consistent with Government Code Sections 54957.9 and 54957.95.

SUBJECT: Recommend to the Town Council Modifications to Town Council Policy 2-01
Entitled Town Agenda Format and Rules
DATE: September 23, 2025

CONCLUSION:

Staff looks forward to the Committee's discussion and direction. If the Committee recommends updating the Policy, staff will incorporate any necessary modifications prior to bringing the proposed draft to the full Town Council for consideration and approval.

COORDINATION:

The preparation of this report was coordinated with the Town Manager's Office and the Town Attorney.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Proposed Town Agenda Format and Rules Policy (redline)
2. Rosenberg's Rules of Order


TITLE: Town Agenda Format and Rules

POLICY NUMBER: 2-01

EFFECTIVE DATE: 12/15/1986

PAGES: 7

ENABLING ACTIONS: 1986-183; 1987-024; 1988-124; 1993-181; 1994-057; 1996-108; 2001-077; 2004-033; 2009-002; 2021-047

REVISED DATES: 12/15/1986; 3/2/1987; 6/6/1988; 6/15/1992; 12/6/1993; 4/4/1994; 8/5/1996; 7/2/2001; 4/5/2004; 1/20/2009; 3/16/2009; 12/6/2010; 8/5/2013; 3/3/2015; 9/20/2016; 6/20/2017; 8/1/2017; 12/4/18/; 8/20/19; 12/3/19; 6/1/2021; 11/2/2021; 9/20/22; 2/7/2023; 11/21/2023; 8/6/2024

APPROVED:

PURPOSE

To establish procedures which standardize Town agendas and ensure an orderly meeting. This Policy applies to Town Council and all Town Boards, Commissions, and Committees, and references to Mayor will apply to Boards, Commissions, and Committees Chairpersons as applicable.

POLICY

The following policies have been established:

A. Order of the Agenda

Subject to the Mayor's, ~~or Chair's~~, discretion to change the order of consideration of any agenda item during any individual meeting:

Call Meeting to Order
 Roll Call
 Pledge of Allegiance
~~Appointments~~
 Presentations
~~Closed Session Report~~
~~Council Matters~~
~~Manager Matters~~
 Consent Calendar
 Verbal Communications
 Public Hearings

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Other Business

Council Matters

Manager Matters

Closed Session Report

Adjournment (No later than ~~midnight~~ 11:00 p.m. without vote)

B. Closed Session Report

As required by the Brown Act, the Town Attorney will report on actions taken at the Closed Session, but without reporting any information which could damage the Town's position on a) potential or existing litigation, b) the acquisition or disposition of property, or c) any employee's privacy interests. In addition, the Closed Session agenda shall clearly identify the subject of each agenda item consistent with the requirements of the *Brown Act*.

C. Communications by Members of the Public

Speakers at public meetings will be asked to provide their full name and to state whether they are a resident of the Town of Los Gatos. This information is optional but not required.

1. *Verbal Communications.* Comments by members of the public during the initial Verbal Communications portion of the agenda on items not on the Council agenda shall be limited to 30 minutes and no more than three (3) minutes per speaker, or at the discretion of the Mayor. As an item not listed on the agenda, no response is required from Town staff or the Council and no action can be taken. However, Council may ask staff to provide clarifying information~~the Council may instruct the Town Manager to place the item on a future agenda. At the conclusion of the first~~After 30 minutes of Verbal Communications has elapsed, the Mayor will conclude Verbal Communication and agenda will proceed onto the ~~Public Hearings and Other Business~~remaining sections of the agenda. In the event additional speakers were not able to be heard during the initial Verbal Communications portion of the agenda, an additional Verbal Communications section can be opened prior to Adjournment.

2. *Public Hearings.* Presentations during the Public Hearings portion of the agenda by appellants and applicants, including any expert or consultant assisting with the presentation, shall be limited to a total of no more than five (5) minutes for all speakers. Appellants and applicants shall be provided no more than three (3) minutes to rebut at the end of the public hearing. Other members of the public testifying at public hearings shall be limited to no more than three (3) minutes.

~~3. Submittal of written materials by Applicant and Appellant. To allow Town Council, Boards, Commissions, Committees, Town Staff, and the public the opportunity to review material in advance of a hearing, all materials submitted by the Applicant or Appellant must be received by the Town Clerk fourteen (14) days prior to the scheduled public hearing. Documents and materials received from the Applicant or Appellant after the deadline will be accepted; however, the Town Staff may not have the time to analyze the documents and material, and Town Council may not have the time to consider~~

~~materials submitted after the deadline. The submittal of any additional material by the Applicant or Appellant shall not be considered prima facie evidence (sufficient to establish a fact or raise a presumption) under Town Code Section 29.20.300.~~

3. Other Agenda Items. Comments by members of the public concerning any other item on an agenda shall be limited to no more than three (3) minutes per item.

4. Mayor's Discretion. All time limits noted above shall be subject to change at the Mayor's discretion. ~~If a member of the public speaks on the wrong item, the time used would be deducted from the speaker's overall public comment time allowance on the correct item.~~

D. Consent Calendar

Items on the Council agenda that are considered to be of a routine and non-controversial nature are placed on the Consent Calendar. Typical items include meeting minutes, final reading and adoption of ordinances, resolutions approving agreements, awards of contracts, status staff reports, etc.

Consent items shall be approved by a single Council motion unless a member of the Council requests that an item be removed for separate Council action. Members of the public may speak on an item on the Consent Calendar during the public comment portion before the Council votes on the Consent Calendar. Items removed from the Consent Calendar may be considered at that meeting at the Mayor's discretion. ~~If an item is removed for discussion, members of the public may speak to that item even if they previously spoke on the item during public comment.~~

E. Presentations

The Presentations portion of the agenda is intended to allow organized groups to make formal presentations to the Council and to recognize and honor deserving individuals and organizations. All matters included on the Presentations portion of the agenda require the prior approval of the Mayor and shall be limited to no more than ten (10) minutes, unless the Mayor grants additional time.

F. Council Matters

Members of Council may report on the activities of the committees to which they belong or the meetings they attend, question staff briefly on matters upon which the Council has taken action or given direction, make brief announcements, or discuss whether to place particular items on future agendas for action by the Council. ~~Future agenda items to be briefly discussed here shall be identified consistent with Section G of this Policy, or may be raised for the first time under this item.~~

During the Council Matters portion of the meeting, any Councilmember may request that an item be placed on a future agenda for Council discussion. If a second Councilmember supports the request, the item will be scheduled on the next agenda under Council Matters for discussion purposes only. These discussion items are intended solely for dialogue between Councilmembers and shall not require staff research, reports, or preparation beyond listing the item on the agenda. If, after such discussion, three or more Councilmembers support further consideration, the item shall be placed on a future agenda for formal action. At that time, staff will prepare the necessary materials and reports consistent with standard agenda procedures.

Nothing shall limit three or more Council members from providing direction on requesting action at any time.

G. Adjournment

Council meetings will be adjourned at ~~midnight~~ 11:00 p.m. unless a majority of the Council Members present vote to extend the adjournment time.

H. Americans with Disabilities Notice on Town Agendas

As part of the requirements under the Americans with Disabilities Act, the Town is required to provide notice of whom to contact in advance of a public meeting for assistance to disabled individuals who might wish to participate. The following notice shall be provided in at least one location on each Town agenda for Council, Boards, Commissions, or Committees.

In compliance with the Americans with Disabilities Act, if you ~~require~~ need special assistance to participate in this meeting, please contact the Clerk's Office at (408) 354-6834. ~~Notification-Please notify the Clerk's Office~~ at least two (2) business days prior to the meeting ~~date to enable the Town to make~~ so that reasonable arrangements can be made to ensure accessibility ~~to this meeting in compliance with {28 CFR §35.102-35.104} and~~ related provisions.

I. Preparation of the Agenda

The agenda is prepared by staff in consultation with the Mayor to ensure efficient and orderly meetings. The Mayor's role is collaborative and advisory in this process, not unilateral. The process for requesting a proposed item on the agenda is described in Section F. ~~for the Mayor's final approval. If there is a disagreement between the Mayor and staff, the Mayor makes the ultimate call on the Agenda and its items. Any member of the Council may submit a request through the Town Manager or directly to the Mayor to make a change or addition to the agenda. In no event may the subject of whether to amend the agenda be discussed outside of a public meeting by more than two (2) members of the Council.~~

~~Items thus proposed to be added to the agenda require the Mayor's agreement to be added for action. If the Mayor does not agree, the item shall be listed on the agenda for discussion purposes only under the Council Matters section of the agenda. Council may then discuss whether to place the item on a future agenda for action. Two (2) or more members of the Council must vote in favor of placing an item on a future agenda for action. The Mayor in good faith will make every effort to place the item on the first available Council agenda in consultation with the Town Manager.~~

~~If the wish of the Council is to add an item on the agenda of the current meeting, then the Brown Act generally requires a two-thirds (2/3) vote or a unanimous vote of those present if less than five (5) Council Members are present, with a finding that there is a need to take immediate action and the need for action came to the attention of the Town after the agenda was posted.~~

J. Council Regular Meeting Agenda Schedule and Preparation

In general, questions or inquiries from Council Members to the Town Manager and/or Town Attorney regarding agenda items should be responded to within 24 hours, and then placed into Addenda and/or Desk Items, as appropriate.

The following timeline outlines the standard schedule for finalizing and distributing Town Council meeting materials. While this schedule is intended to be followed under normal circumstances, adjustments may occur based on staff availability, meeting demands, or unforeseen circumstances.

Thursday, prior to the meeting	Written agenda is finalized and printed. Agenda packets distributed to Town Council Members. Public comments on agenda items received by 11:00 a.m. will be included in the agenda packet.
Friday, prior to the meeting	Additional information from staff available after the Thursday distribution of the agenda packet, and public comments received prior to 11:00 a.m. on Friday will be distributed to Town Council members as an Addendum to a staff report.
Monday, prior to the meeting	Additional information from staff available after the Friday Addendum and public comment received prior to 11:00 a.m. <u>3:00 p.m.</u> on Monday will be distributed to Town Council members as an Addendum to a staff report.
Day of Council Meeting	Council comments and questions received by 7:00 a.m. and P public comments received by 11:00 a.m. on the morning of a Council meeting will be included in a Desk Item for distribution to Town Council members by 3:00 p.m. on the afternoon of a Council meeting, <u>or as staff availability permits.</u> Council comments and questions received after 7:00 a.m. may be addressed during the Council meeting. Public comment received after 11:00 a.m. will not be distributed to the

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Council in the Desk Item; however, public comment may be submitted by individuals during the Council meeting.

~~In general, questions or inquiries from Council Members to the Town Manager and/or Town Attorney regarding agenda items should be responded to within 24 hours, and then placed into Addenda and/or Desk Items, as appropriate.~~

K. Agenda Posting

~~Council~~ Agendas shall be posted at least 72 hours prior to a regular meeting, and at least 24 hours prior to a special meeting. ~~Notice of any meeting of a formally appointed Committee where two Council Members could be present shall be posted at least 24 hours in advance of any such meeting with a note as to the time and location, and an invitation to the public to attend.~~

L. Conduct of Town Council Meetings

The Council shall adopt Rosenberg's Rules of Order with a modification to the Format for an Agenda Item Discussion to add an opportunity for Council Members to ask technical or clarifying questions after public comment; and a modification to reconsider process to allow a reconsideration of a motion as outlined in this policy under Section.:

- ~~1. Robert's Rules of Order or~~
- ~~2. Some other rules of order, or~~
- ~~3.1. Allow the Mayor to conduct the meeting as deemed appropriate so long as all members of the Town Council concur.~~

M. Attendance at Meetings

The Town Council and Commissioners are expected to attend all meetings as part of their commitment to their positions. Attendance requirements for Commissioners are set forth in Town Council Policy 2-11: Commission Appointments, Residency and Attendance Requirements, and Establishing a Quorum. Consistent with the Family Medical Leave Act and the California Family Rights Act, absences of up to 12 weeks due to the birth of a child constitute excused absences.

N. Remote Attendance

In addition to the requirements of the Brown Act, the following guidelines apply to Town meetings:

1. Town Council Meetings: Requests by Council Members to attend a regular Council meeting via remote appearance (either Zoom or telephone) are allowed on a limited basis and with no more than two remote participations in a row. ~~Remote attendance shall be permitted for a medical, family or work event requiring a Council Member's absence or in the event the Council Member is out of the area on official Town business.~~ In addition, at least a quorum of the Council must participate from a location within the Town and comply with other requirements of the Brown Act. When a Council Member

is participating remotely, they shall have their camera on and be visible for the duration of the meeting.

2. Town Board, Committee, and Commission Meetings: Board, Committee, and Commission members may participate remotely by telephone only, with the exception of the Finance and Planning Commissioners who have the choice of either Zoom or telephone. Requests by Commissioners to attend a Commission meeting via remote appearance should be allowed on a limited basis ~~to mirror the existing attendance requirements~~, with no more than four remote participations annually, no more than two remote participations in a row, and in compliance with the Brown Act.

3. Remote Participation by the Public: With the exception of Town Council Closed Sessions, the public may participate in Town Council, Finance Commission, and Planning Commission meetings remotely ~~as technology allows by following the remote participation instructions that are provided on the agenda. Individuals can join these meetings using the remote participation instructions provided on the agenda, based on the available technology and equipment.~~ The remote participation instructions shall be provided on all Town Council, Finance Commission, and Planning Commission agendas with the exception of Town Council Closed Sessions. There is not a remote public participation option for other Town Boards, Committees, or Commissions.

O. Proposed Reconsideration of Prior Council Actions

Reconsideration of prior Council actions is discouraged and may only occur in special circumstances subject to the procedural restrictions outlined herein. Reconsideration does not include, and this Policy does not prohibit, the repeal of a resolution or ordinance in response to a lawsuit or a referendum challenging that adoption.

~~Step 1—~~ 1. Motion to Place Reconsideration of a Prior Action on a Future Council Agenda

- a. The motion must be made by a Council Member who previously voted on the prevailing side of the prior action, while the second can be any Council Member ;
- b. The maker of the motion shall specifically articulate the new information, analysis and/or circumstances that warrant(s) reconsideration of the prior action;
- c. The motion must be adopted by a majority of the full Council; and
- d. The motion may only be made and considered at the same meeting or at the next regularly scheduled meeting of the Council after the item was originally acted upon.

~~Step 2—~~ 2. Full Reconsideration of the Prior Action, if a motion as outlined in Step 1 is approved.

- a. The full reconsideration of the prior action will be placed on the next available Council agenda following the agenda-setting and required public notification process.

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- b. The agenda, public notification and staff report for the full reconsideration of the prior action shall clearly state that the item has been previously acted upon by the Council and is being reconsidered by the Council.
- c. Action on the reconsideration of the prior action shall adhere to regular Council policies and practices as if the item was being heard for the first time.
- d. The full reconsideration of the prior action (whether sustained, reversed or otherwise modified) will be the final action on that item, and no further reconsiderations will be considered.

P. Motions by the ~~Chairperson~~Mayor

The ~~Chairperson~~Mayor of the meeting may make or second motions. The ~~Chairperson~~Mayor may also restate, or ask that the maker restate, all motions immediately prior to any vote.

Q. Behavior Expectations and ~~Maintaining Civility~~Consequences at Town Council Meetings

At each meeting, the Mayor should welcome the public to participate in the meetings, understanding that the purpose of the meeting is to conduct the important business of the Town in an efficient and effective manner. The Mayor may promote constructive communication by asking Council members, staff, and community members to embrace and adhere to the following values:

- Be respectful, welcoming, inclusive, compassionate, and kind to each other,
- Appreciate the diversity of perspectives and views in our community,
- Express your views and share your perspectives in helpful ways,
- Listen to understand and empathize with each other, and
- Collaborate and work together to do what is best for Los Gatos.

As needed, the Mayor may need to remind the public about the Town's civility rules listed below:

1. For the benefit of the entire community, the Town of Los Gatos asks that all speakers follow the Town's meeting guidelines by treating everyone with respect and dignity. This is done by following meeting guidelines set forth in State law, in the Town Code, and on the cover sheet of the Council agenda.
2. The Town embraces diversity and strongly condemns hate speech and offensive, hateful language or racial intolerance of any kind at Council meetings.
3. Town Council and staff are well aware of the public's right to disagree with their professional opinion on various Town issues. However, anti-social behavior, slander, hatred, and bigotry statements are completely unacceptable and will not be tolerated in any way, shape, or form at Town Council meetings.

4. All public comments at the Town Council meeting must pertain to items within the subject matter jurisdiction of the Town and shall not contain slanderous statements, hatred, and bigotry against non-public officials.

R. Managing Disruptive Behavior During Meetings

The Town will go through the following steps if a disturbance requires an individual to be removed from the meeting~~results from a member of the public not following these rules:~~

1. If participating remotely, Town staff may mute the individual with an explanation for the record of why muting occurred consistent with this Policy the Mayor, or their designee shall warn the individual that their behavior is disrupting the meeting and that their failure to cease their behavior may result in their removal. If they do not promptly cease their disruptive behavior after the warning their permission to speak will be removed.
2. If participating in-person, the Mayor may call a recess for violation of this Policy, resulting in the immediate cessation of the audio and video recording and the Council exiting the Chamber. Staff will determine if the individual should be removed or if all members of the public should leave depending on the extent of the disturbance. In the event that all public members exit, only the press would be allowed back in the meeting. Once the individual(s) leave, the Council would return to the Chamber and the Mayor would resume the meeting or their designee shall warn the individual that their behavior is disrupting the meeting and that their failure to cease their behavior may result in their removal. If the speaker does not promptly cease their disruptive behavior, after the warning they may be removed from the meeting.
3. In accordance with Government Code Section 54957.9, in the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the legislative body conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the legislative body from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.

Nothing in this policy limits other options to resolve disruptions, including but not limited to, taking a recess.

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APPROVED AS TO FORM:

Gabrielle Whelan, Town Attorney



Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg



MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

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ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.

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INTRODUCTION

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:

First, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move ...”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”

The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion**, for example, “A motion at this time would be in order.”
2. **Suggesting a motion to the members of the body**, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. **Making the motion**. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”

The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

“Motions to amend” and “substitute motions” are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a “motion to amend” or a “substitute motion” is left to the chair. So if a member makes what that member calls a “motion to amend,” but the chair determines that it is really a “substitute motion,” then the chair’s designation governs.

A “friendly amendment” is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, “I want to suggest a friendly amendment to the motion.” The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

Second, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

Motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

Motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

Motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.

Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion can contain a specific time in which the item can come back to the body. “I move we table this item until our regular meeting in October.” Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

Motion to limit debate. The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question” or sometimes someone simply shouts out “question.” As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a “request” rather than as a formal motion. The chair can simply inquire of the body, “any further discussion?” If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion, and proceed to it.

When a member of the body makes such a motion (“I move the previous question”), the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

NOTE: A motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, “I move the previous question,” or “I move the question,” or “I call the question,” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it’s pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the “no” votes and double that count to determine how many “yes” votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote “no” then the “yes” vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in

California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

How does this work in practice?

Here are a few examples.

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote?

Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention not to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is “no.” There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be, “point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

Order. The proper interruption would be, “point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, “return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.



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TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE REPORT

MEETING DATE: 09/23/2025

ITEM NO. 3.

ITEM NO: 3

DATE: September 23, 2025
TO: Council Policy Committee
FROM: Chris Constantin, Town Manager
SUBJECT: Review and Provide Direction on the Revisions to Standardize the Town's Boards, Committees, and Commission's Enabling Resolutions

RECOMMENDATION:

Review and provide direction on the proposed revisions to standardize the enabling resolutions for the Town's boards, committees, and commission's Enabling Resolutions.

FISCAL IMPACT:

There is no direct fiscal impact associated with updating the enabling resolutions.

BACKGROUND:

Due to attendance challenges, the Town Council adopted a revised Youth Commission resolution on May 20, 2025, designating Youth Commissioners as non-voting liaisons to allow continued participation without affecting quorum or voting outcomes.

To align other commission resolutions with this change, staff presented the issue to the Policy Committee on May 27, 2025. The Committee recommended reducing the number of members on applicable commissions to maintain an odd number of voting members, with the exception of the Diversity, Equity, and Inclusion Commission.

While revising the Youth Commissioner roles, staff conducted a broader review of the enabling resolutions and found there were inconsistencies, which included variations in scope definitions, quorum requirements, term lengths, liaison roles, and procedural elements. As a result, staff returned to the Committee on August 26, 2025, and recommended a comprehensive update to standardize formatting and content across all commissions to improve clarity, transparency, and consistency in governance practices.

PREPARED BY: Wendy Wood
Town Clerk

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

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SUBJECT: (Review and Provide Direction on the Revisions to Standardize the Town's Boards, Committee, and Commission's Enabling Resolutions

DATE: September 26, 2025

DISCUSSION

The Committee asked staff to explore options for developing streamlined and standardized commission documentation that incorporates the proposed composition of each commission's membership, and to bring it back to the Committee for consideration.

Staff has developed a single standard resolution that will serve as the overarching framework for all commissions. Commission-specific details, such as membership composition, qualifications, and scope of work, have been incorporated into individual exhibits attached to the resolution.

For commissions not governed by ordinance, staff is recommending standardizing all member terms to three (3) years. This would result in changing the term of the Historic Preservation Committee from four (4) years to three (3) years to align with this new standard.

Staff recommends standardizing the number of voting members for all commissions not governed by ordinance to five (5) voting members. The Youth Commission is excluded from this recommendation due to its unique structure and purpose.

To align the membership structure of the Diversity, Equity, and Inclusion Commission with this proposed standard, and based on the committee's recommendation to remove the business and resident seat as well as the nonprofit seat, staff proposes designating the members from the Art and Culture Commissions and the Community Health and Senior Services as nonvoting liaisons. This recommendation promotes consistency across commissions while ensuring effective representation and collaboration.

The scope of work for each commission has been revised for consistency in language and format. While the content remains specific to each body's functional role, the language has been modified to simplify and ensure uniformity across all exhibits.

CONCLUSION:

Staff recommends the Policy Committee provide feedback on the proposed standardized resolution and commission-specific exhibits as presented. These updates reflect the Committee's direction and are intended to improve the clarity, effectiveness, and accessibility of Advisory Body documentation going forward. If the Committee recommends moving forward with this change, staff will present the resolution to the Town Council for formal adoption.

COORDINATION:

This report was prepared in coordination with the Town Manager's Office.

SUBJECT: (Review and Provide Direction on the Revisions to Standardize the Town's
Boards, Committee, and Commission's Enabling Resolutions

DATE: September 26, 2025

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Draft Resolution with Exhibits
2. Boards and Commissions Enabling Resolutions

RESOLUTION 20 -xx

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS ESTABLISHING STANDARD OPERATING PROVISIONS FOR BOARDS, COMMISSIONS, AND COMMITTEES

WHEREAS, the Town Council of the Town of Los Gatos has established various boards, commissions, and committees (collectively referred to as “Advisory Bodies”) to provide advice, recommendations, and community input on matters affecting the Town; and

WHEREAS, Advisory Bodies must operate in compliance with applicable open meeting, ethics, and disclosure laws, including the Ralph M. Brown Act, the California Political Reform Act, and any other laws as may apply; and

WHEREAS, the Town Council recognizes the need to maintain consistent standards, expectations, and procedures across all Advisory Bodies to promote transparency, accountability, and effective public service; and

WHEREAS, the Town Council desires to establish a standard framework with general duties and procedures for all Advisory Bodies appointed by the Town Council. Specific provisions relating to each Advisory Body, including composition, qualifications, and scope of work, shall be set forth in separate exhibits attached to and incorporated into this Resolution by reference; and

WHEREAS, this Resolution supersedes any prior conflicting resolutions and shall serve as the operating framework for all current and future Advisory Bodies of the Town of Los Gatos.

NOW, THEREFORE, BE IT RESOLVED, the Town Council of the Town of Los Gatos does hereby declare, determine, and approve the following:

1. General Purpose and Authority - Advisory Bodies are created to provide advice and recommendations to the Town Council on specific topics or areas of expertise. Unless otherwise established by ordinance or resolution, Advisory Bodies shall act solely in an advisory capacity and have no decision-making authority. The Town Council reserves the right to amend, dissolve, or modify any Advisory Body by resolution or ordinance, as permitted by law.

2. Definitions:

- *Advisory Body*: Any Board, Commission, Committee, or other Town-established body created to advise the Town Council, provide recommendations, or assist in planning and oversight in a specific subject area.
- *Member*: An individual duly appointed by the Town Council to serve on an Advisory Body.

- *Youth/Commission Liaison*: A Council approved designated member of a Commission that is assigned to attend meetings of another Advisory Body in a non-voting, advisory role.
- *Staff Liaison*: A Town employee assigned to an Advisory Body to prepare and post meeting agendas; advise Members on Brown Act compliance; provide administrative support during meetings; and coordinate with relevant Town departments as necessary.
- *Quorum*: A simple majority (more than half) of the appointed voting members of an Advisory Body.
- *Work Plan*: A document developed by an Advisory Body outlining its proposed goals, projects, and priorities for Town Council approval.

3. Legal Compliance - Members must comply with all applicable federal, state, and local laws and regulations, and Town policies. Members must complete any applicable training required within the timelines established by law or Council policy. The Town Manager will administratively maintain the Commissioner's Handbook to serve as a guide for these various laws and policies as well as procedures. All Members are expected to read, understand, and adhere to the requirements outlined in the Handbook throughout their service.

4. Membership and Qualifications - Members shall be appointed by the Town Council pursuant to the established appointment process, and qualifications as stated in Council policy (refer to Policy 2-11). Unless otherwise provided by an ordinance of the Council, each Commission shall consist of the five voting members, with the exception of the Youth Commission and the Town Manager who serves as an ex officio member in accordance with Los Gatos Town Code Section 2.30.295 (16).

Members must be residents of the incorporated municipal limits of the Town of Los Gatos at the time of appointment and remain so throughout their term of service, unless otherwise authorized by the Council in the attached exhibits. Any Commission-specific qualifications, such as professional background, representation of a particular profession, or youth eligibility criteria, shall be expressly stated in the attached Exhibits. In the event of a conflict between the membership requirements stated herein and the qualifications in the Exhibits, the provisions of the Exhibits shall supersede the general requirements where the two are inconsistent.

5. Terms and Vacancies - With the exception of the Youth Commission and unless otherwise provided in an ordinance of the Council, Advisory Body Members shall serve three-year terms. Terms will be staggered to ensure continuity. Youth Commissioners shall serve a one-year term. Members shall serve until the end of their appointed term. The Town Council may remove members by a three-fifths vote in accordance with Town Code Section 2.40.030 unless otherwise specified in an ordinance of the Council. The appointment of Advisory Body members, filling of vacancies, and procedures for reappointments shall follow relevant Council and administrative policies.

6. Meeting and Attendance - The frequency of regular meetings shall be outlined in each Advisory Body's Exhibit. In consultation with staff, the Commission shall establish a regular meeting time and location in accordance with the Brown Act. A quorum is required to conduct official business, and Members are expected to attend all regular meetings. Absence from regular meetings shall be grounds for removal per Town policy (refer to Policy 2-11).

7. Duties and Responsibilities - Advisory Bodies shall identify and analyze issues of community interest that fall within their assigned scope of work, as set forth in the applicable exhibit to this Resolution, and in alignment with the Town Council's Strategic Priorities or as otherwise authorized by the Town Council under approved Work Plan. Advisory Bodies shall conduct public meetings and may utilize other appropriate methods to solicit community input relevant to their subject matter. Each Advisory Body may provide recommendations or make decisions as authorized by ordinance. All actions must remain within the authority and responsibilities defined in the relevant exhibit and be consistent with the direction and priorities established by the Town Council. In coordination with Town staff, each Advisory Body shall prepare and submit a work plan to the Town Council for approval. Work plans should focus on achievable goals that align with the Advisory Body's scope of work and available Town resources. Work plans must be approved by the Town Council before they can be implemented.

8. Staff Liaisons - Each Advisory Body shall have a designated staff liaison.

9. Reporting to the Council - Advisory Bodies may submit reports, recommendations, or presentations to the Town Council as directed, including but not limited to annual updates, work plan progress, and policy input relevant to their scope.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that this Resolution shall serve as the framework of general duties, and procedures for the Arts and Culture Commission; the Community Health and Senior Services Commission; the Complete Streets and Transportation Commission; the Diversity, Equity, and Inclusion Commission; the Historic Preservation Committee; the Library Board; the Parks and Sustainability Commission; the Personnel Board; the Planning Commission; the Finance Commission; and the Youth Commission. Commission-specific details, including membership composition, qualifications, and scope of work, shall be set forth in Exhibits attached to and incorporated into this Resolution. Upon adoption with applicable Exhibits, this Resolution shall repeal and replace any prior enabling resolutions for those Commissions.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the (day) of (month), (year), by the following vote:

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTEST:

TOWN CLERK OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

Exhibit A

Art and Culture Commission

This Exhibit provides the specific provisions for the Art and Culture Commission and reflects the unique purpose and functional role of the Art and Culture Commission. This Exhibit may be amended only with the approval of the Town Council.

Membership Composition and Qualification

The number of voting members is established in Section 4 of the resolution to which this Exhibit is attached. All members must reside within the incorporated municipal limits of the Town of Los Gatos.

Youth Commission Liaison

One (1) Youth Commissioner shall be appointed by the Youth Commission to serve in a non-voting, advisory capacity. The term of service shall align with the Youth Commission's one-year term.

Meetings

Meetings shall be scheduled monthly and in accordance with Town Policy 2-11. The Commission shall adopt a resolution to establish or change the regular time and location for its meetings in consultation with Town staff.

Commission's Scope of Work

The Art and Culture Commission serves as an advisory body to the Town Council on matters related to the artistic and cultural life of the community that fall within the Town's purview and is responsible making recommendations on policies and initiatives in the areas of art, drama, music, and other recognized creative disciplines in the Town of Los Gatos. Additionally, the Commission may perform other duties as authorized by the Town Council.

Exhibit B

Community Health and Senior Services Commission

This Exhibit provides the specific provisions for the Community Health and Senior Services Commission and reflects the unique purpose and functional role of the Commission. This Exhibit may be amended only with the approval of the Town Council.

Membership Composition and Qualification

The number of voting members is established in Section 4 of the resolution to which this Exhibit is attached. All members shall reside within the incorporated municipal limits of the Town of Los Gatos.

Youth Commission Liaison

One (1) Youth Commissioner may be appointed by the Youth Commission to serve in a non-voting, advisory capacity. The term of service shall align with the Youth Commission's one-year term.

Meetings

Meetings shall be scheduled monthly and in accordance with Town Policy 2-11. The Commission shall adopt a resolution to establish or change the regular time and location for its meetings in consultation with Town staff.

Commission's Scope of Work

The Community Health and Senior Services Commission serves as an advisory body to the Town Council on matters related to community health and senior services that fall within the Town's purview and is responsible for making recommendations on related policies and initiatives within that scope. Additionally, the Commission may perform other duties as authorized by the Town Council.

Exhibit C

Complete Streets and Transportation Commission

This Exhibit provides the specific provisions for the Complete Streets and Transportation Commission and reflects the unique purpose and functional role of the Commission. This Exhibit may be amended only with the approval of the Town Council.

Membership Composition and Qualification

The number of voting members is established in Section 4 of the resolution to which this Exhibit is attached. All members shall reside within the incorporated municipal limits of the Town of Los Gatos.

One member of the Commission may be appointed as a representative of the Town to serve on the Valley Transportation Authority Bicycle and Pedestrian Advisory Commission. Appointment shall be for a term of two (2) years consistent with the VTA requirements. The appointee shall provide written and/or oral reports at each regularly scheduled meeting.

Youth Commission Liaison

One (1) Youth Commissioner shall be appointed by the Youth Commission to serve in a non-voting, advisory capacity. The term of service shall align with the Youth Commission's one-year term.

Meetings

Meetings shall be scheduled monthly and in accordance with Town Policy 2-11. The Commission shall adopt a resolution to establish or change the regular time and location for its meetings in consultation with Town staff.

Commission's Scope of Work

The Complete Streets and Transportation Commission serves as an advisory body to the Town Council on matters related to all modes of travel that fall within the Town's purview and is responsible for making recommendations on policies and initiatives concerning streets, transportation infrastructure, bicycle and pedestrian pathways, and safe routes to school efforts in the Town of Los Gatos. Additionally, the Commission may perform other duties as authorized by the Town Council.

Exhibit

Diversity, Equity, and Inclusion Commission

This Exhibit provides the specific provisions for the Diversity, Equity, and Inclusion Commission and reflects the unique purpose and functional role of the Commission. This Exhibit may be amended only with the approval of the Town Council.

Membership Composition and Qualification

The number of voting members is established in Section 4 of the resolution to which this Exhibit is attached. Three (3) members shall be Los Gatos residents and two (2) members may or may not be Los Gatos residents if they are a Los Gatos Business owner, or a Los Gatos business employee, or a Los Gatos faith leader.

Commission Liaison

One (1) Arts and Culture Commissioner may be appointed by the Art and Culture Commission to serve in a non-voting, advisory capacity. One (1) Senior Health and Community Services Commissioner may be appointed by the Senior Health and Community Services Commission to serve in a non-voting, advisory capacity. The term of service shall be for one calendar year.

Youth Commission Liaison

One (1) Youth Commissioner may be appointed by the Youth Commission to serve in a non-voting, advisory capacity. The term of service shall align with the Youth Commission's one-year term.

Meetings

Meetings shall be scheduled monthly and in accordance with Town Policy 2-11. The Commission shall adopt a resolution to establish or change the regular time and location for its meetings in consultation with Town staff.

Commission's Scope of Work

The Diversity, Equity, and Inclusion Commission serves as an advisory body to the Town Council on matters related to creating equitable opportunities and a sense of belonging that fall within the Town's purview and is responsible for making recommendations on policies and initiatives in the areas of diversity, equity, and inclusion in the Town of Los Gatos. Additionally, the Commission may perform other duties as authorized by the Town Council.

Exhibit E

Finance Commission

This Exhibit provides the specific provisions for the Finance Commission and reflects the unique purpose and functional role of the Commission. This Exhibit may be amended only with the approval of the Town Council.

Membership Composition and Qualification

The number of voting members and qualifications are established in the Town Code, Section 2.50.205.

Meetings

Meetings shall be scheduled at least once per calendar year and in accordance with the Council Policy 2-11. The Commission shall adopt a resolution to establish or change the regular time and location for its meetings in consultation with Town staff.

Commission's Scope of Work

The Finance Commission serves as an advisory body to the Town Council on matters outlined in the Town code, Section 2.50.200. The Commission's responsibility is to advise the Town Council and make recommendations on policies and initiatives that are under the Town's purview and within the areas outlined in the Town Code, Section 2.50.210. Additionally, the Commission may perform other duties as authorized by the Town Council.

Exhibit F

Historic Preservation Committee

This Exhibit provides the specific provisions for the Historic Preservation Committee and reflects the unique purpose and functional role of the Committee. This Exhibit may be amended only with the approval of the Town Council.

Membership Composition and Qualification

The number of voting members and qualifications are established in the Town Code, Section 29.80.225.

Meetings

Meetings shall be scheduled regular meetings monthly and in accordance with Town Policy 2-11. The Committee shall adopt a resolution to establish or change the regular time and location for its meetings in consultation with Town staff.

Commission's Scope of Work

The Historic Preservation Committee acts as an advisory body to the Planning Commission and Planning Director on all matters pertaining to historic preservation. The Committee's responsibilities are outlined in the Town Code, Section 29.80.227.

Exhibit G

Library Board

This Exhibit provides the specific provisions for the Library Board and reflects the unique purpose and functional role of the Library Board. This Exhibit may be amended only with the approval of the Town Council.

Membership Composition and Qualification

The number of voting members is established in Section 4 of the resolution to which this Exhibit is attached. All members shall reside within the incorporated municipal limits of the Town of Los Gatos.

Youth Commission Liaison

One (1) Youth Commissioner shall be appointed by the Youth Commission to serve in a non-voting, advisory capacity. The term of service shall align with the Youth Commission's one-year term.

Meetings

Meetings shall be scheduled bi-monthly on odd numbered months and in accordance with Town Policy 2-11. The Commission shall adopt a resolution to establish or change the regular time and location for its meetings in consultation with Town staff.

Commission's Scope of Work

The Library Board serves as an advisory body to the Town Council on matters related to the library programs and services that fall within the Town's purview and is responsible for making recommendations on related policies and initiatives within that scope. Additionally, the Commission may perform other duties as authorized by the Town Council.

Exhibit H

Parks and Sustainability Commission

This Exhibit provides the specific provisions for the Parks and Sustainability Commission and reflects the unique purpose and functional role of the Parks and Sustainability Commission. This Exhibit may be amended only with the approval of the Town Council.

Membership Composition and Qualification

The number of voting members is established in Section 4 of the resolution to which this Exhibit is attached. All members shall reside within the incorporated municipal limits of the Town of Los Gatos.

Youth Commission Liaison

One (1) Youth Commissioner shall be appointed by the Youth Commission to serve in a non-voting, advisory capacity. The term of service shall align with the Youth Commission's one-year term.

Meetings

Meetings shall be scheduled bi-monthly on even numbered months and in accordance with Town Policy 2-11. The Commission shall adopt a resolution to establish or change the regular time and location for its meetings in consultation with Town staff.

Commission's Scope of Work

The Complete Streets and Transportation Commission serves as an advisory body to the Town Council on matters related to open space and the sustainability of the natural environment that fall within the Town's purview and is responsible for making recommendations on policies and initiatives within the areas of public parks, off-street trails, open space, grounds, street trees, and sustainability topics related to the natural environment in the Town of Los Gatos. Additionally, the Commission may perform other duties as authorized by the Town Council.

Exhibit I

Personnel Board

This Exhibit provides the specific provisions for the Personnel Board and reflects the unique purpose and functional role of the Board. This Exhibit may be amended only with the approval of the Town Council.

Membership Composition and Qualification

The number of voting members is established in the Town Code, Section 2.30.930 and qualifications are listed in Town Code, section 2.30.935.

Meetings

Meetings shall be scheduled at least once a year and in accordance with Town Policy 2-11. The Commission shall adopt a resolution to establish or change the regular time and location for its meetings in consultation with Town staff.

Commission's Scope of Work

The Personnel Board's scope of work is defined in the Town Code, Section 2.30.950.

Exhibit J

Planning Commission

This Exhibit provides the specific provisions for the Planning Commission and reflects the unique purpose and functional role of the Commission. This Exhibit may be amended only with the approval of the Town Council.

Membership Composition and Qualification

The number of voting members is established in the Town Code, Section 20.20.010.

Meetings

Meetings shall be scheduled twice monthly and in accordance with Town Policy 2-11. The Commission shall adopt a resolution to establish or change the regular time and location for its meetings in consultation with Town staff.

Commission's Scope of Work

The Planning Commission Town's planning agency within the meaning of Government Code section 65100. The Commission's responsibilities are outlined in the Town Code, Section 20.20.020.

Exhibit K

Youth Commission

This Exhibit provides the specific provisions for the Youth Commission and reflects the unique purpose and functional role of the Commission. This Exhibit may be amended only with the approval of the Town Council.

Membership Composition and Qualification

The number of voting members shall consist of nineteen (19) members. The members shall be students who are entering grades 8 through 12. Membership for the students requires residency in the incorporated limits of the Town of Los Gatos or residency in the unincorporated areas of the County of Santa Clara, which have a Los Gatos mailing address.

Youth Commission Liaison

The Commission may appoint one (1) primary member and one (1) alternate to attend the following Advisory Body meetings as a non-voting liaison:

1. Arts and Culture Commission
2. Community Health and Senior Services Commission
3. Library Board
4. Parks Commission
5. Complete Streets and Transportation Commission
6. Diversity, Equity and Inclusion (DEI) Commission

Liaisons shall provide a monthly report to the Youth Commission and be responsible for conveying the Youth Commission's input to the Board or Commission and term of service shall align with the Youth Commission's one-year term.

The primary liaison shall attend all meetings of the Advisory Body they are appointed to. If they cannot attend the meeting, it shall be the responsibility of the alternate to attend the meeting. If the primary member misses three (3) meetings of the Advisory Body the Youth Commission shall appoint a new primary member, and if necessary, a new alternate.

Meetings

Regular meetings shall be scheduled monthly in alignment with the Youth Commission's one-year term. The Commission shall adopt a resolution to establish or change the regular time and location for its meetings in consultation with Town staff in consultation with staff.

Commission's Scope of Work

The Youth Commission serves as an advisory body to the Town Council on matters related to the youth of Los Gatos that fall within the Town's purview and is responsible for making recommendations on policies and initiatives within the areas of youth activities and concerns in the Town of Los Gatos. Additionally, the Commission may perform other duties as authorized by the Town Council.

RESOLUTION 2016-051

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS
AMENDING THE ARTS AND CULTURE COMMISSION ENABLING RESOLUTION
AND RESCINDING RESOLUTION 2009-100**

WHEREAS, the Town Council of the Town of Los Gatos does hereby establish the terms and conditions for appointment to and conduct of the Arts and Culture Commission. The Commission is advisory to the Town Council and operates in the manner hereinafter prescribed.

NOW THEREFORE, BE IT RESOLVED:

1. Membership-Organization

- a. The Commission shall consist of seven members. Membership composition shall be six (6) adult voting members, whose terms of office shall be three (3) years and until their successors are appointed by the Town Council, and one (1) Youth Commissioner as a voting member, whose term of office shall be for one (1) year with no limitations on reappointments. One (1) member of the Commission shall be an arts professional, such as an artist, art historian, art administrator, museum professional, or architect.
- b. The terms of office of the respective members shall be staggered and overlapped in such a manner that the terms of no more than three (3) of the members expire each year.
- c. The Commission shall annually designate a Chairperson and Vice-Chairperson.
- d. A majority of members shall constitute a quorum of the Commission for the purpose of transacting business. Any member shall have the right to present a minority view to Council in reference to any report or recommendation the Commission may take.
- e. The members of the Commission shall serve without compensation, provided that with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the provisions of the current Administrative Policy.
- f. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following).
- g. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.
- h. Residency and meeting attendance requirements will conform with all current Town Resolutions and Policies.

2. Duties and Functions

- a. The function of the Commission shall be to serve in an advisory capacity to the Town Council regarding Town policies within its scope of expertise; specifically, on the art, drama, music, and other creative activities of the community. With

the prior approval of, and/or at the direction of, the Town Council or its delegate, the Commission shall receive public input, evaluate options, and make recommendations on policy issues including, but not limited to, the following:

- i. Matters affecting the artistic and/or cultural life of the community; and
 - ii. Local visual and performing arts efforts; and
 - iii. Matters in the field of art, aesthetics, and beautification.
- b. The Commission shall make recommendations to the Town Council concerning public art, under the terms of the current Town Public Art Selection Policy and Procedure.
 - c. The Commission shall perform other duties as assigned by the Town Council.

BE IT FURTHER RESOLVED that Resolution 2009-100 is hereby rescinded.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 18th day of October, 2016, by the following vote:

COUNCIL MEMBERS:

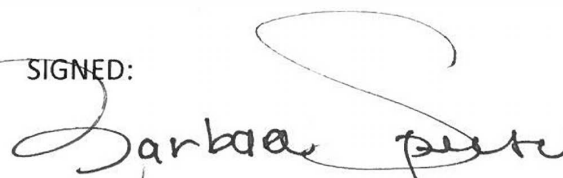
AYES: Marcia Jensen, Steve Leonardis, Marico Sayoc, Mayor Barbara Spector

NAYS: Rob Rennie

ABSENT: None.

ABSTAIN: None.

SIGNED:



MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: 10/20/16

ATTEST:



CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: 10/20/16

RESOLUTION 2020-012**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS
AMENDING THE COMMUNITY HEALTH AND SENIOR SERVICES COMMISSION
ENABLING RESOLUTION AND RESCINDING RESOLUTIONS 2016-054 AND 2011-035**

RESOLVED by the Town Council of the Town of Los Gatos, that the Town Council does hereby establish the terms and conditions for appointment to and conduct of the Community Health and Senior Services Commission. The Commission is advisory to the Town Council and operates in the manner hereinafter prescribed.

1. Membership-Organization

- a. The Commission shall consist of seven (7) voting members. Membership composition shall be six (6) adult voting members appointed by Council, whose terms of office are three (3) years and until their successors are appointed by Council, and one (1) Youth Commissioner as a voting member, appointed by the Youth Commission, whose term of office shall be for one (1) year with no limitations on reappointments.
- b. The Commission's membership shall, to the extent possible, reflect the social and economic diversity of the Los Gatos community.
- c. The members' terms of office are staggered and overlapped so that the terms of no more than three (3) of the adult members expire each year.
- d. The Commission shall appoint and prescribe the term of office for its Chair and Vice-Chair.
- e. A majority of voting members of the Commission shall constitute a quorum for the purpose of transacting business. Any member shall have the right to present a minority view to the Town Council in reference to any report or recommendation the Commission makes.
- f. Commission members shall serve without compensation, provided that, with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the provisions of the current Administrative Policy.
- g. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following).
- h. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.

1 of 3

- i. Residency and meeting attendance requirements will conform with all current Town Resolutions and Policies.

2. Duties and Functions

- a. The function of the Commission shall be to serve in an advisory capacity to the Town Council regarding Town policies within its scope of expertise; specifically, on the senior services and public health needs of the community. With the prior approval of, and/or at the direction of, the Town Council or its delegate, the Commission shall receive public input, evaluate options, and make recommendations on policy issues including, but not limited to, the following:
 - i. The goals, policies, and actions relating to Senior Services and Public Health contained in the Town's General Plan; and
 - ii. The coordination of community services programs between the Town and other agencies, both public and private; and
 - iii. Emerging community needs, including demographic and economic trends.
- b. In developing recommendations to the Town Council, the Commission should:
 - i. Elicit the interest and support of various relevant community individuals and groups.
 - ii. Study and examine sources of public and private funding to meet public health and community service needs.
 - iii. Evaluate the effectiveness of existing programs and make constructive suggestions for improvement.
 - iv. Examine ways to minimize and/or eliminate overlapping and duplicative services.
- c. The Commission may send representatives, when appropriate, to other bodies or Commissions.
- d. The Commission shall perform other duties as assigned by the Town Council.

BE IT FURTHER RESOLVED that the Commissions name is changed to Community Health and Senior Services Commission and that Resolutions 2016-054 and 2011-035 are hereby rescinded.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 5th day of May 2020, by the following vote:

COUNCIL MEMBERS:

AYES: Rob Rennie, Marico Sayoc, Barbara Spector, Mayor Marcia Jensen

NAYS: None

ABSENT: None

ABSTAIN: None

SIGNED:



MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: 5/20/20

ATTEST:



TOWN CLERK OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: 5/21/2020

RESOLUTION 2019-047

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS
ESTABLISHING THE COMPLETE STREETS AND TRANSPORTATION COMMISSION
AND RESINDING RESOLUTIONS 2016-052 AND 2016-058**

WHEREAS, multi-modal transportation issues throughout Los Gatos need to be carefully evaluated to ensure that the quality of life in Town is positively impacted by proper transportation management; and,

WHEREAS, the safety of all users of the transportation network is equally important; and,

WHEREAS, there is a need to review and recommend actions related to multi-modal transportation; and

WHEREAS, traffic congestion and traffic calming, particularly in the residential neighborhoods is an ongoing focus within the Town of Los Gatos; and,

WHEREAS, parking plays a significant role in the transportation network; and,

WHEREAS, a Commission dedicated to all modes of transportation meets the need of regional requirements for such a role, including the role of a Bicycle and Pedestrian Advisory Commission.

NOW THEREFORE, BE IT RESOLVED:

1. There is hereby created a Complete Streets and Transportation Commission for the Town.
 - a. The Commission shall be advisory to the Town Council and shall operate in the manner hereinafter prescribed.
2. Membership/ Organization
 - a. The Commission shall consist of seven (7) members. Membership composition shall be one (1) Youth Commissioner as a voting member, whose term of office shall be for one (1) year with no limitations on reappointments, appointed by the Youth Commission, and six (6) adult voting members appointed by the Town Council, whose terms of office shall be three (3) years and until their successors are appointed by Council.

- b. Members of the Commission shall reside within the incorporated municipal limits of the Town of Los Gatos.
- c. Commission members shall serve without compensation.
- d. The Commission shall hold monthly regular meetings.
- e. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following).
- f. Staff services as required shall be provided to the Commission by the Parks and Public Works Director, or designee, who shall also serve as Secretary of the Commission without vote.
- g. Meeting attendance requirements will conform with all current Town Resolutions and Policies.
- h. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.

3. Powers and Duties.

The duties of the Complete Streets and Transportation Commission shall be to:

- a. Act in an advisory capacity to the Town Council in matters pertaining to current trends and experiences in enhancing all modes of travel; integration of Town transportation infrastructure, including bike and pedestrian pathways, with neighboring jurisdictions; reviewing relevant grant applications; prioritizing transportation around schools, including enhancing safe routes to schools efforts; reviewing and updating Town master plans, including the Bicycle and Pedestrian Master Plan and others as relevant; and related topics as directed by the Town Council or requested by Town staff.
- b. Review policies and procedures on streets and trails.
- c. Appoint one member of the Commission as a representative of the Town to serve on the Valley Transportation Authority Bicycle and Pedestrian Advisory Commission.
 - i. Appointments shall be for a term of one year.

- ii. Appointee shall provide written and/or oral reports at each regularly scheduled meeting.
- 4. Not to affect powers of the Town Council. Nothing in this resolution shall be construed as restricting or curtailing any of the powers of the Town Council, or as a delegation to the Complete Streets and Transportation Commission of any of the authority or discretionary powers vested and imposed by law in such Council.
- 5. Resolutions 2016-052 and 2016-058 are hereby rescinded.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos held on the 20th day of August 2019 by the following vote:

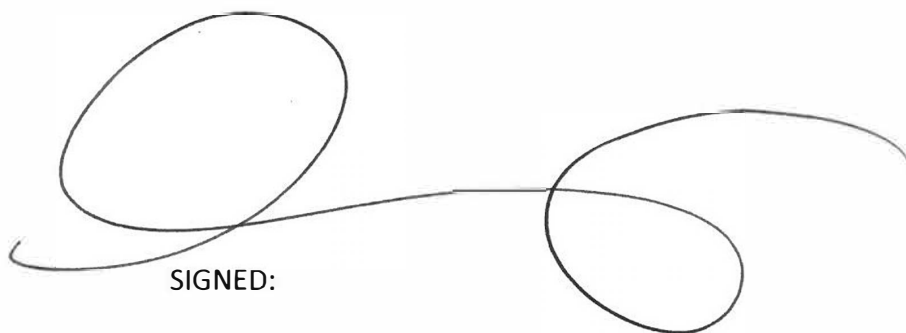
COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED: 

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: 8/23/19

ATTEST:


TOWN CLERK OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: 8/23/19

RESOLUTION 2023-053

**RESCIND RESOLUTION 2023-051 AND ADOPT A REVISED ENABLING RESOLUTION OF
THE TOWN COUNCIL OF THE TOWN OF LOS GATOS
ESTABLISHING THE DIVERSITY, EQUITY, AND INCLUSION COMMISSION**

WHEREAS, the Town Council of the Town of Los Gatos does hereby formally establish the Diversity, Equity, and Inclusion Commission (DEIC).

WHEREAS, the Town is working to institutionalize Justice, Equity, Diversity, and Inclusion in the Town's ethos, the role of DEIC is to support and foster new opportunities for marginalized groups in the Town.

WHEREAS, the DEIC will be committed to Justice, Equity, Diversity, and Inclusion across all sectors within the Town of Los Gatos and the purpose of DEIC is to work to create more equitable opportunities and increase a sense of belonging for all Los Gatos community members and visitors through community engagement and collaborative activities.

NOW, THEREFORE, BE IT RESOLVED:

1. Resolution 2023-051 is rescinded and replaced by this Enabling Resolution.
2. The DEIC is hereby established as an advisory committee to the Los Gatos Town Council and shall operate in the manner hereinafter prescribed.
3. Membership/Organization
 - a. The Town is seeking a diversity of members that includes but is not limited to: youth; seniors; Black, Indigenous, and People of Color (BIPOC); Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual (LGBTQIA+); those that are disabled; and religious diversity. The Commission shall consist of eleven (11) members. Membership composition shall be:
 - i. Two (2) Youth Commissioners as voting members, whose term of office shall be for one (1) year with no limitations on reappointments, appointed by the Youth Commission;
 - ii. One (1) Arts and Culture Commissioner as a voting member, whose term of office shall be for one (1) year with no limitations on reappointments, appointed by the Arts and Culture Commission;
 - iii. One (1) Community Health and Senior Services Commissioner as a voting member, whose term of office shall be for one (1) year with no limitations on reappointments, appointed by the Community Health and Senior Services Commission;
 - iv. One (1) Town of Los Gatos business owner and resident as a voting member, whose term of office shall be for three (3) years, appointed by the Town Council;

- v. One (1) Town of Los Gatos business owner or employee, who may or may not reside in Los Gatos, as a voting member, whose term of office shall be for three (3) years, appointed by the Town Council;
 - vi. One (1) Town of Los Gatos faith leader who leads a congregation in Los Gatos, who may or may not reside in Los Gatos, as a voting member, whose term of office shall be for three (3) years, appointed by the Town Council;
 - vii. One (1) Town of Los Gatos non-profit employee, who may or may not reside in Los Gatos, as a voting member, whose term of office shall be for three (3) years, appointed by the Town Council; and
 - viii. Three (3) Town of Los Gatos residents as voting members, whose term of office shall be for three (3) years, appointed by the Town Council.
- b. The three-year terms will be staggered.
 - c. Commission members is expected to report back to the Board, Committee, Commission, or organization the Commissioner represents (i.e., Arts and Culture Commission, faith community, etc.).
 - d. The Commission shall appoint a Chair and Vice Chair.
 - e. Commission members shall serve without compensation.
 - f. The Commission shall hold regular monthly meetings.
 - g. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act.
 - h. Meeting attendance requirements will conform with all current Town Resolutions and Policies.
 - i. A record of all meeting minutes and resolutions of the Commission shall be kept and shall be a public record.

4. Powers and Duties

- a. The duties of DEIC shall be to:
 - i. Act in an advisory capacity to the Town Council in matters pertaining to creating equitable opportunities and a sense of belonging within Town. The DEIC's scope of work may include the following items:

1. Community Based Programming

- a. Develop new and promote current programs/events that foster unity and diversity within the Town.
- b. Identify Equity Training opportunities for Town Council, staff, residents, business owners/employees, students, and/or Commission/community members.
- c. Incorporate community feedback into programming and training.

2. Collaborative Efforts

- a. Foster stronger collaborations between current Town Boards, Commissions, and Committees and community-based organizations to integrate equity practices and principles.
- b. Build relationships with local public and private school

systems in order to provide support and resources for Equity work.

- c. Build collaborative processes with other Town Boards, Committees, and Commissions to ensure integration of Equity practices into the Town community grant program.

3. Policy Recommendations

- a. Make policy recommendations to the Town Council regarding Justice, Equity, Diversity, Inclusion, and Unity issues.

4. Communications

- a. Create a communications campaign centered around equity education and promotion of Town events.
- ii. Not to affect powers of the Town Council. Nothing in this resolution shall be construed as restricting or curtailing any of the powers of the Town Council, or as a delegation to DEIC of any of the authority or discretionary powers vested and imposed by law in such Council.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 3rd day of October 2023 by the following vote:

COUNCIL MEMBERS:


AYES: Matthew Hudes, Rob Moore, Rob Rennie, Mayor Maria Ristow

NAYS: Mary Badame

ABSENT: None

ABSTAIN: None

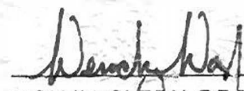
SIGNED:



MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: 10-4-23

ATTEST:



TOWN CLERK OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: 10-5-23

RESOLUTION 2016-056**RESOLUTION OF THE TOWN COUNCIL
OF THE TOWN OF LOS GATOS ESTABLISHING THE TERMS AND CONDITIONS FOR
APPOINTMENT TO AND CONDUCT OF THE LIBRARY BOARD**

WHEREAS, the Town Council of the Town of Los Gatos does hereby establish the terms and conditions for appointment to and conduct of the Library Board. The Board is advisory to the Town Council and operates in the manner hereinafter prescribed.

NOW, THEREFORE, BE IT RESOLVED THAT, The Library Board shall consist of seven (7) members – six (6) adult voting members appointed by Council, whose terms of office shall be three (3) years and until their successors are appointed by Council, and one (1) Youth Commissioner as a voting member, appointed by the Youth Commission, whose term of office shall be for one (1) year with no limitations on reappointments

Residency and meeting attendance requirements for all members will conform with all current Town Resolutions and Policies.

The terms of office of the adult members shall be staggered and over lapped in such a manner that the terms of no more than one-third of the members expire each year.

The Town Council shall fill any member vacancies occurring during the term of the Board. The Board shall, annually, at the January meeting, designate a Chairperson and Vice-Chairperson.

A majority of members of the Board shall constitute a quorum of the Board for the purpose of transacting business. Any member shall have the right to present a minority view to Council in reference to any report or recommendation the Board may take.

The members of the Board shall serve without compensation, provided that with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the provisions of the current Administrative Policy.

The Library Board shall establish a regular time and location for its meetings and shall conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950.)

Special meetings may be called at any time by three Board members by written notice served upon each member, and shall be posted at least twenty-four hours before the time specified for the proposed meeting.

Minutes of the actions taken during the Board's meetings shall be kept and shall be a public record.

BE IT FURTHER RESOLVED THAT, (a) The function of the Board shall be to serve in an advisory capacity to the Town Council regarding Town policies within its scope of expertise; specifically on library programs, services and policies that meet the needs of the community. With the prior approval of, and/or at the direction of, the Town Council or its delegate, the Board shall receive public input, evaluate options, and make recommendations on policy issues affecting the library.

(b) The Board shall promote the services of the library in the community by:

1. Becoming familiar with the library's services and with applicable local and state library laws.
2. Speaking to service clubs, business associations, school groups, and other organizations about the library's program and services.

(c) The Board may send representatives, when appropriate, to other bodies or commissions.

(d) The Board shall perform other duties as assigned by the Town Council.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 18th day of October, 2016, by the following vote:

COUNCIL MEMBERS:

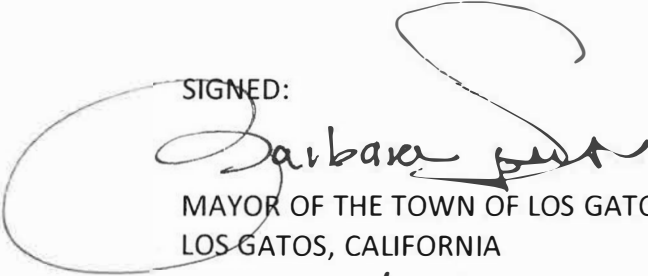
AYES: Marcia Jensen, Steve Leonardis, Marico Sayoc, Mayor Barbara Spector

NAYS: Rob Rennie

ABSENT: None.

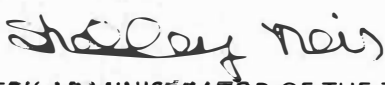
ABSTAIN: None

SIGNED:


MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: 10/20/16

ATTEST:


CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: 10/20/16

2 of 3

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS
RESCINDING RESOLUTION 2016-057 AND ADOPTING AN ENABLING RESOLUTION TO
CREATE THE PARKS AND SUSTAINABILITY COMMISSION**

WHEREAS, Town Code Section 19.20.010 of the Los Gatos Town Code provides that the Town Council shall establish a Parks Commission for the Town by resolution; and

WHEREAS, on July 1, 2002, The Town Council established a Park Commission; and

WHEREAS, on October 17, 2023, the Town Council approved changing to the name of the Parks Commission to the "Parks and Sustainability Commission;"

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Los Gatos, that the Town Council does hereby approve:

1. Changing the name of the Parks Commission to the "Parks and Sustainability Commission;" and
2. Establishing the terms and conditions for appointment to and conduct of the Parks and Sustainability Commission as follows:

Membership/Organization

- a. The Parks and Sustainability Commission shall consist of seven (7) members: six (6) adult voting members appointed by Council, whose terms of office shall be three (3) years and until their successors are appointed by Council and one (1) Youth Commissioner as a voting member, appointed by the Youth Commission, whose term of office shall be for one (1) year with no limitations on reappointment.
- b. All adult members of the Commission shall reside within the incorporated municipal limits of the Town of Los Gatos, California.
- c. Commission members shall serve without compensation, provided that, with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the provisions of the current Administrative Policy.
- d. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following).
- e. A majority of members of the Parks Commission shall constitute a quorum for the purpose of transacting the business of the Commission.

- f. The Parks Commission shall elect a Chair and a Vice-Chair, both of whom shall serve at the pleasure of the Commission. Terms of office shall be for one (1) year.
 - g. Staff services as required shall be provided to the Parks Commission by the Parks and Public Works Director, or his/her designee.
 - h. Meeting attendance requirements will conform with all current Town Resolutions and Policies.
 - i. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.
3. Establishing the Commission as an advisory body to the Town Council which operates in the manner hereinafter prescribed as follows:

Powers and Duties

- a. The function of the Commission shall be to serve in an advisory capacity to the Town Council regarding Town policies within its scope of expertise; specifically, on matters pertaining to public parks, off-street trails, open space, grounds, street trees and sustainability topics pertaining to the natural environment that meets the needs of the present without compromising the ability of future generations to meet their own needs.
- b. With the prior approval of, and/or at the direction of, the Town Council or its delegate, the Commission shall receive public input, evaluate options, and make recommendations on policy issues including, but not limited to, the following:
 - 1. Policies and procedures on park, trail, open space, and street tree programs.
 - 2. Policies and procedures relating to sustainability of the natural environment, such as landscape maintenance, water usage, ecosystem protection, and educational programs on these topics.
 - 3. Inventories of park, trail, open space, and street tree services that exist or may be needed, and of the needs of the public regarding these services.
 - 4. Coordination of park, trail, open space, street tree and sustainability services with the programs of other governmental agencies and voluntary organizations.

BE IT FURTHER RESOLVED that Resolution 2016-057 is hereby rescinded.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 7th day of November 2023 by the following vote:

COUNCIL MEMBERS:

AYES: Mary Badame, Matthew Hudes, Rob Moore, Rob Rennie, Mayor Maria Ristow

NAYS: None

ABSENT: None

ABSTAIN: None

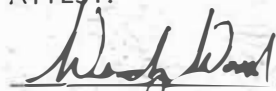
SIGNED:



MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: 11-22-23

ATTEST:



TOWN CLERK OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: 11-22-23

RESOLUTION 2025-025

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS
RESCINDING RESOLUTION 2018-008 AND
ESTABLISHING RULES FOR THE YOUTH COMMISSION**

WHEREAS, it is recognized that a youth perspective on issues which pertain to the youth in the community is an important part of decision making in Town; and

WHEREAS, there is value in increasing communication between adults and youth; and

WHEREAS, there is value in having a mechanism for youth to have a voice in Town affairs and issues relating to youth; and

WHEREAS, the Town Council of the Town of Los Gatos found and determined that the purpose of the Youth Commission is to foster and encourage civic and neighborhood pride and a sense of identity through the knowledge, understanding, and increased involvement of the Town's youth in the Town's present and future municipal affairs.

NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LOS GATOS THAT:

1. There is a need for a Youth Commission to function in the Town of Los Gatos, which would establish a formal body by which the youth of Los Gatos would have a voice in the community.
2. There is hereby established a Youth Commission which shall generally be responsible for studying various problems, activities and other issues of concern to the youth in general, and for advising Council on matters pertaining to issues involving the youth of Los Gatos.
 - a. Membership/Organization
 - i. The Youth Commission shall consist of nineteen (19) members. The members shall be students who are entering grades 8 through 12. Membership for the students requires residency in the incorporated limits of the Town of Los Gatos or residency in the unincorporated areas of the County of Santa Clara, which have a Los Gatos mailing address.
 - ii. Members shall serve a one-year term. Members may serve consecutive terms if re-interviewed and chosen after participating in the selection process.
 - iii. Members act as liaisons to Adult Town Commissions and are not considered voting members. The Commission shall appoint one (1) primary member and one (1) alternate to attend the following Town

Board and Commission meetings as a non-voting liaison with the purpose of bringing information back to the Youth Commission to engage and foster a better understanding of civic process and government and providing a youth perspective to the commissions:

1. Arts and Culture Commission
 2. Community Health and Senior Services Commission
 3. Library Board
 4. Parks Commission
 5. Complete Streets and Transportation Commission
 6. Diversity, Equity and Inclusion (DEI) Commission
- iv. In addition to all Youth Commission meetings, the primary member shall attend all meetings of the Board or Commission they are appointed to. If the primary member is not able to attend the meeting of the Board or Commission they are assigned, it shall be the responsibility of the alternate to attend the meeting. If the primary member misses three (3) meetings of the Board or Commission the Youth Commission shall appoint a new primary member, and if necessary, a new alternate.
 - v. Liaisons shall provide a monthly report to the Youth Commission and be responsible for conveying the Youth Commission's input to the Board or Commission.
 - vi. A majority of members shall constitute a quorum for the purpose of transacting business.
 - vii. Commission members shall serve without compensation, provided that, with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the current Council policy.
3. The Commission shall hold a regular meeting at least once each month between September and May. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following.)
 4. The Commission shall elect a Chair and Vice-Chair, both of whom shall serve at the pleasure of the Commission. Terms of office shall be for one (1) year and shall begin on the first meeting in September and end the following May.
 5. Minutes of the actions taken during its meetings shall be kept and filed with the Town Clerk Administrator.

6. Meeting attendance requirements will conform with all current Town Resolutions and Policies.
7. The duties of the Commission shall include the following:
 - a. Foster greater involvement of youth in municipal government affairs.
 - b. Study problems, activities, and concerns of youth, especially as they relate to municipal programs or projects of the Town of Los Gatos.
 - c. Hold forums on problems, activities and concerns of youth, either alone or in conjunction with other governmental agencies and community organizations, as the Commission deems desirable.
 - d. Review municipal matters referred to the Commission by the Town Council or other Town boards, committees, or commissions and, as appropriate, make recommendations on those matters.

BE IT FURTHER RESOLVED that Resolution 2018-008 is hereby rescinded.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 20th day of May, 2025, by the following vote:

COUNCIL MEMBERS:

AYES: Rob Rennie, Mary Badame, Maria Ristow, Rob Moore and Mayor Matthew Hudes

NAYS: None

ABSENT: None

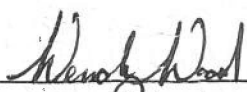
ABSTAIN: None

SIGNED:



MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTEST:



TOWN CLERK OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA