



TOWN OF LOS GATOS
DEI COMMISSION REPORT

MEETING DATE: 10/16/2025

ITEM NO: 2

DATE: October 3, 2025
TO: Diversity, Equity, and Inclusion Commission
FROM: Holly Young, Senior Management Analyst
SUBJECT: Receive Board, Committee, and Commission Roles and Responsibilities, Code of Conduct Policy Training

RECOMMENDATION:

Receive an update and training on the recently adopted Board, Committee, and Commission Roles and Responsibilities, Code of Conduct.

REMARKS:

At its August 19, 2025, meeting, the Town Council formally approved a new standalone Code of Conduct Policy for Town Boards, Committees, and Commissions. This policy replaces prior references within the broader Council Code of Conduct and establishes clear, consistent expectations specific to the roles and responsibilities of Commissioners.

The policy outlines legal obligations, such as compliance with the Brown Act, conflict-of-interest regulations, and state-mandated training requirements. It also sets standards for ethical behavior, respectful communication, and professionalism in public service. Commissioners serve in an advisory capacity and are expected to act in alignment with the Town Council's Strategic Priorities, while maintaining appropriate boundaries between their role and that of elected officials.

Key components of the adopted policy include:

- Defined expectations for conduct during public meetings, including use of formal titles, maintaining civility, and adhering to structured discussion protocols.
- Clarified communication rules, particularly when speaking outside of official meetings, with explicit requirements for Commissioners to distinguish personal opinions from official Town positions.
- A formal process for enforcement, allowing for reporting, review, and potential actions in response to violations of the policy.

ATTACHMENTS:

1. Adopted Board, Committee, and Commission Roles and Responsibilities, Including Code of Conduct Policy

PREPARED BY: Wendy Wood
Town Clerk
