



TOWN OF LOS GATOS
TOWN COUNCIL POLICY COMMITTEE

MEETING DATE: 12/03/2025

ITEM NO: 1

DRAFT

Minutes of the Town Council Policy Committee Special Meeting
December 8, 2025
3:00 P.M.

The Town Council Policy Committee conducted a special meeting in person.

MEETING CALLED TO ORDER AT 3:02 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 October 28, 2025, Policy Committee Regular Meeting Minutes.

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

VOTE: Motion passed unanimously.

VERBAL COMMUNICATIONS

No one spoke.

OTHER BUSINESS

2. Discuss and Consider Revisions to the Town Agenda Format and Rules Policy 2-01

There was no public comment.

The Committee discussed the revised policy and requested that the modified Rosenberg's Rules of Order be attached to the policy as an exhibit. The Committee also requested the following changes:

- Add language to Section E (Presentations) to state “Visual presentations must be submitted to staff 24 hours in advance of the meeting unless otherwise authorized by the Mayor.”
- Add language to Section F (Council Matters) to clarify that brief announcements should be related to activities a Council Member performs on behalf of the Town or its residents and add “Personal business and personal political campaign activities are not Council Matters. Council Members’ reports are limited to three minutes each. Public comment on any Council Matter will be provided during the Verbal Communications section of the agenda.”
- Remove paragraphs two and three in Section I (Preparation of the Town Council Agenda), and move the sentence “Public comment on any Council Matter will be provided during the Verbal Communications section of the agenda” to Section F.

MOTION: **Motion by Mayor Hudes** to forward this (the revised Policy) to the Town Council. **Seconded by Council Member Badame.**

VOTE: **Motion passed unanimously.**

3. Review and Consideration of Options for the Council Policy Committee

Wendy Wood, Town Clerk, presented the staff report.

The Committee discussed the item and was supportive of submitting a work plan to Council for approval and holding quarterly meetings.

4. Discussion of the Town’s Social Media Policy 2-16

The Committee discussed the item and including revisions to communication tools, the use of the Town logo, Town-prepared graphics, and seal on personal accounts, and the addition of a reference to the Code of Conduct for communications by elected and appointed officials on personal social media accounts.

The Town Manager summarized the revisions as follows: make the Town’s social media pages one-way communication tools and restrict the use of the town logo, town prepared graphics, and seals on personal social media accounts.

MOTION: **Motion by Mayor Hudes** to forward the policy to the Town Council (with revisions summarized by the Town Manager). **Seconded by Council Member Badame.**

VOTE: **Motion passed unanimously.**

ADJOURNMENT

The meeting adjourned at approximately 4:31 p.m.

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SUBJECT: Draft Minutes of the Council Policy Committee Meeting of December 8, 2025

This is to certify that the foregoing is a true
and correct copy of the minutes of the
December 8, 2025, meeting as approved by the
Town Council Policy Committee.

Wendy Wood, Town Clerk