



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 10/07/2025

ITEM NO: 12

DATE: October 7, 2025
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: **Adopt a Resolution Establishing Standard Operating Provisions for Boards, Commissions, and Committees**

RECOMMENDATION: Adopt a resolution establishing standard operating provisions for Boards, Commissions, and Committees, including exhibits outlining commission-specific details.

FISCAL IMPACT:

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

STRATEGIC PRIORITY:

This item is not associated with a specific strategic priority; however, it aligns with the Town's core goal of good governance.

BACKGROUND:

The Youth Commission and Town staff identified ongoing challenges with maintaining consistent attendance from student Youth Commissioners serving as voting members on adult commissions. Conflicts with school schedules, transportation limitations, and extracurricular obligations have contributed to irregular attendance.

To address these concerns, the Youth Commission recommended amending its enabling resolution. On May 20, 2025, the Town Council adopted a revised Youth Commission enabling resolution, which redefined the role of Youth Commissioners from voting members to non-voting liaisons. This change allows Youth Commissioners to continue participating and offering youth perspectives without impacting quorum or vote outcomes. While the updated Youth

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Town Clerk

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

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Commission resolution reflected this change in role, the Commission-specific resolutions were not amended. As a result, Youth Commissioners remained voting members on these bodies.

To align other commission resolutions with the change to the Youth Commission's resolution, the enabling resolutions for the following commissions required revisions:

- Arts and Culture Commission
- Community Health and Senior Services Commission
- Library Board
- Parks Commission
- Complete Streets and Transportation Commission
- Diversity, Equity, and Inclusion Commission

On May 27, 2025, staff requested direction from the Policy Committee regarding the change in membership and asked for feedback related to the following questions:

- Should the Youth Commissioner seat be removed and the total membership reduced to maintain an odd number of seats?
- Should the Youth Commissioner seat be replaced with an additional adult member to maintain current membership levels?

The Committee recommended reducing the number of members on applicable commissions to five members 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. While the original intent was to reflect only the Youth Commissioner's new role, staff's review revealed broader inconsistencies across the resolutions, 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.

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. The Committee also discussed removing the business owner/resident seat as well as the nonprofit seat, from the Diversity, Equity, and Inclusion Commission to reduce the membership to seven.

To provide clear guidance on the Youth Commission's role during the transition period, the Council adopted an interim resolution on September 2, 2025, which took effect immediately. The resolution formally established that all Youth Commissioners would serve as non-voting liaisons and would not be counted toward a commission quorum. This interim measure ensured

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alignment with the May 2025 Council action and helped prevent potential confusion or quorum-related issues while staff finalized updates to the enabling resolutions.

On September 23, 2025, staff presented a single standard resolution to serve as the overarching framework for all commissions. The specific details for each commission, such as membership composition, qualifications, and scope of work, were included as individual exhibits attached to the resolution. The Committee's proposed membership composition for each commission was outlined in the exhibits. For consistency, staff recommended standardizing all member terms to three(3) years, which would have required changing the Historic Preservation Committee's term from four (4) years to three (3) and modifying the membership structure of the Diversity, Equity, and Inclusion Commission by designating representatives from the Arts and Culture Commission and the Community Health and Senior Services Commission as nonvoting liaisons. The scope of work for each commission was also 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.

The Committee reviewed and discussed the proposed resolution and exhibits and provided direction to leave the Historic Preservation Committee term at four years and leave the Diversity, Equity, and Inclusion Commission members from the Art and Culture Commissions and the Community Health and Senior Services as voting members.

DISCUSSION:

The proposed resolution consolidates the standard operating provisions for all Boards, Commissions, and Committees into a single, unified document to improve consistency, clarity, and transparency across all advisory bodies. This approach eliminates the need for maintaining separate enabling resolutions for each commission by establishing a standardized governance framework. Commission-specific details, including membership composition, qualifications, and scope of work, are incorporated as individual exhibits to the resolution.

In response to the Policy Committee's direction to retain the Historic Preservation Committee's four-year term and to maintain the voting status of the representatives from the Arts and Culture Commission and the Community Health and Senior Services Commission on the Diversity, Equity, and Inclusion Commission, staff has revised the resolution and associated exhibits accordingly. These revisions are included in the final version presented for Council consideration.

To ensure transparency and provide an opportunity for input, staff also reached out to all current members of the Town's boards, committees, and commissions. The draft resolution and exhibits were distributed via email, and members were invited to review the proposed changes and submit any feedback for consideration. Any feedback received by the deadline listed on the

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agenda, will be included for Council as public comment. This outreach was intended to promote awareness of the updates and ensure that the perspectives of advisory body members were taken into consideration prior to final Council action.

CONCLUSION:

Adopting the proposed resolution will improve the consistency and efficiency of commission governance practices and ensure alignment with recent Council actions related to Youth Commissioner roles. The unified format and updated content provide a more transparent and accessible framework for current and future Commissioners, staff, and community members. This approach eliminates the need for maintaining separate enabling resolutions for each commission by establishing a standardized governance framework.

COORDINATION:

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

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
3. Public Comment Received Prior to 11:00 a.m., Thursday, October 2, 2025.