



**TOWN OF LOS GATOS**  
**DEI COMMISSION AGENDA REPORT**

MEETING DATE: 03/20/2025

ITEM NO: 2

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DATE: March 13, 2025  
TO: Diversity, Equity, and Inclusion Commission  
FROM: Holly Young, Senior Management Analyst  
SUBJECT: Receive Information related to Commissioners' Roles, Responsibilities, Meeting Procedures, and Policies

**RECOMMENDATION:**

Receive information related to Commissioners' roles, responsibilities, meeting procedures, and policies.

**BACKGROUND:**

In recent months, there has been a growing recognition of the importance of clarifying the roles and responsibilities of Commissioners, as well as the need to review existing procedures and policies. As the work of the Commission continues to evolve in response to community needs and priorities, all members need to have a clear understanding of their roles and the goals of the Commission.

**DISCUSSION:**

Reviewing the roles and responsibilities of the Commissioners, along with meeting procedures and policies, can help enhance the effectiveness of the Commission and ensure that each member is serving the community to the best of their abilities. Good governance is a core goal in the Town Council's strategic priorities, and to promote good governance, it is important that everyone clearly understands the roles and responsibilities of the Commission. Understanding this will help facilitate effective decision-making, ensure meetings run smoothly, and provide better outcomes for the community.

Topics to be reviewed include the Brown Act, parliamentary procedures, recent updates to Council adopted policies, working constructively with your Commission's staff liaison, and the roles of an advisory commission. Clarifying these aspects will enable the Commission to operate more efficiently and provide positive contributions to the community.

**PREPARED BY:** Wendy Wood  
Town Clerk

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