



TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE REPORT

MEETING DATE: 8/26/2025

ITEM NO: 2

DATE: August 26, 2025
TO: Council Policy Committee
FROM: Chris Constantin, Town Manager
SUBJECT: Review and Provide a Recommendation Regarding Revisions to Town Council Policy 2-11: Residency and Attendance Requirements and Establishing a Quorum

RECOMMENDATION:

Discuss and consider recommending adoption of the revised Council Policy 2-11: Residency and Attendance Requirements and Establishing a Quorum.

FISCAL IMPACT:

There is no fiscal impact associated with the modification of this policy.

BACKGROUND:

Council Policy 2-11 establishes residency and attendance requirements for members of Town Boards, Commissions, and Committees (collectively, "Commissions"), and outlines expectations for participation and quorum standards. Over time, the policy has evolved and currently includes a detailed Procedures section governing how applications are submitted, interviews are conducted, and appointments are made. While these procedures are important, they are operational in nature and subject to administrative adjustments as staffing, technology, and Council practices evolve.

On May 27, 2025, staff presented proposed changes to Council Policy 2-11, including the removal of the Procedures section. This section is currently highly prescriptive, containing step-by-step instructions for Town staff, applicants, and Council Members. While detailed, this structure creates rigidity. Even minor procedural updates require formal Town Council action to amend the policy, limiting flexibility and delaying improvements to internal workflows.

PREPARED BY: Wendy Wood
Town Clerk

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

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The Committee discussed the proposed change and supported staff's recommendations to remove procedural content from the policy and include it in a separate Administrative Policy. This will provide greater flexibility for minor procedural updates, improve internal workflows, and better align with evolving best practices without requiring formal Council action.

The Committee also requested that the policy include language clarifying that, while Council Members may use standardized interview questions, they are not restricted from asking other appropriate questions of applicants. Additionally, the Committee requested that the provisions outlining the voting process for appointments and reappointment guidelines remain in the policy.

DISCUSSION:

Staff has revised Council Policy 2-11 to incorporate the requested clarifications and retain the relevant content. As part of this update, staff is also proposing revisions to the Conflict of Interest section to provide greater clarity regarding expectations and disclosure responsibilities for Commissioners who serve on or are employed by nonprofit organizations. A new Administrative Policy has also been created to outline the detailed procedures related to Commission recruitment, interviews, and appointment processes.

The core elements of Policy 2.11, which include residency requirements, attendance standards, quorum definition, reappointment guidelines, and conflict of interest obligations, remain in the policy under the purview of the Town Council.

If the Committee recommends moving forward with the proposed changes, staff will present the revised Council Policy and new Administrative Policy to the full Town Council for formal adoption.

CONCLUSION:

Separating the procedural details from Council Policy 2-11 and placing them into a standalone Administrative Policy provides the Town with increased flexibility to manage and update internal procedures without requiring Council action. This approach maintains transparency and consistency in key policy areas while improving efficiency and responsiveness to operational needs.

COORDINATION:

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

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ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Council Policy 2-11 (Redlined Version)
2. Administrative Procedures - Boards, Committees, and Commissions Recruitment