



TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE REPORT

MEETING DATE: 12/08/2025

ITEM NO: 2

DATE: December 8, 2025
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: Discuss and Consider Revisions to the Town Agenda Format and Rules Policy 2-01

RECOMMENDATION:

Discuss and consider revisions to the Town Agenda Format and Rules Policy 2-01.

BACKGROUND:

Policy 2-01, titled "Town Agenda Format and Rules," was adopted to standardize the agenda process and ensure orderly meetings for the Town Council and all Town boards, committees, and commissions. Over time, staff identified opportunities to improve clarity, transparency, and consistency in how meetings are conducted.

On November 26, 2024, staff first presented draft updates to enhance public communication, agenda preparation, and meeting conduct procedures. The Committee expressed concerns about certain procedural items, particularly the adoption of Rosenberg's Rules of Order and the timing of clarifying questions after public comment. The Committee requested that staff review the policy to address these issues and provide an updated draft.

On January 29, 2025, staff returned with a more comprehensive draft to improve clarity and consistency. Key changes covered multiple sections, including Order of Agenda, Verbal Communications, Written Materials by Applicant and Appellant, Council Matters, Adjournment, Preparation of the Agenda, Conduct of Meetings, Remote Attendance, Behavior Expectations and Consequences, and Managing Disruptive Behavior.

The Committee discussed the revisions and asked that the item be postponed until after the Cities Association meeting, so that additional information could be obtained on how other

PREPARED BY: Wendy Wood
Town Clerk

Reviewed by: Town Manager and Town Attorney

SUBJECT: Recommend to the Town Council Modifications to Town Council Policy 2-01
Entitled Town Agenda Format and Rules

DATE: December 8, 2025

jurisdictions address the Mayor's role in agenda setting and how a minority of Council Members might raise issues for Council consideration.

On September 23, 2025, staff brought the item back for additional Committee consideration. The Committee discussed the revisions and requested that staff evaluate whether separate policies should be used for Town Council and other boards, committees, and commissions. They also asked for clarification on the distinction between the Mayor's authority to place items on the agenda and the process for items requiring staff work. In addition, the Committee requested a review of the legal requirements regarding disruptive behavior at meeting and a comprehensive breakdown of all proposed policy changes.

On October 28, 2025, the Committee considered alternative policy revisions proposed by the Mayor along with the staff's draft. The Committee agreed that the Mayor's final authority to approve the Council agenda in consultation with staff should be retained and added an exception for items involving significant administrative, operational, financial, or compliance impacts. The Committee agreed to include language providing the Town Manager with discretion over scheduling and order, as well as the authority to determine what constitutes "significant staff effort." The Committee also requested that language be added to outline a consistent agenda-preparation process and schedule for the Town's boards, commissions, and committees, and incorporate modified procedures related to Rosenberg's Rules of Order. The Committee asked staff to include these revisions and return with an updated draft.

DISCUSSION:

The current draft of Policy 2-01 reflects the Committee's October 28 direction and incorporates the Mayor's alternative revisions along with staff refinements (October 28 changes are highlighted). These revisions include updating the Order of the Agenda section to add "Attorney Matters" to the Closed Session Report. Public communication and hearing procedures were also refined to clarify expectations for the timely submittal of written materials by applicants and appellants.

The Committee requested that the existing language in the agenda preparation section remain to preserve the Mayor's role in setting the agenda. However, language was added to allow the Town Manager the discretion to adjust the order and scheduling if such change is necessary to mitigate an operational, financial, or compliance related impact. Additional language was incorporated to state that if an item requires significant staff effort as determined by the Town Manager, three or more Council Members must vote to place the item on a future agenda for action. If more information is needed, the Council may continue the item to allow staff to obtain the required information, with approval by a majority of the Council.

New sections were added to define procedures and timelines for preparing agendas and materials for Town boards, commissions, and committees, distinguishing these processes from

PAGE 3 OF 3

SUBJECT: Recommend to the Town Council Modifications to Town Council Policy 2-01
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DATE: December 8, 2025

those used by the Town Council.

The Conduct of Meetings section was revised to incorporate Rosenberg's Rules of Order with modifications, allowing Council Members to ask clarifying questions after public comment and updating the reconsideration process to align with Section O. Section O has been revised so that a motion to place reconsideration of a prior action on a future agenda may only be made and considered no later than the next regularly scheduled meeting. Finally, minor modifications were made to the proposed language related to behavior expectations and disruptive behavior. Collectively, these revisions provide a clearer, more transparent, and consistent framework for agenda preparation, meeting conduct, public participation, and overall governance.

Staff is seeking the Committee's direction on the proposed edits.

CONCLUSION:

The proposed revisions to Policy 2-01 represent a comprehensive update to the Town's agenda-setting, meeting conduct, and public participation procedures. Staff requests the Committee's direction on whether the draft is ready to be forwarded to the full Council for consideration or if further modifications are needed. Should the Committee recommend adoption, staff will integrate any additional edits and prepare a final version for Council review and approval.

COORDINATION:

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

Attachments:

1. Proposed Town Agenda Format and Rules Policy (redline)
2. Rosenberg's Rules of Order