



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 12/16/2025

ITEM NO: 19

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DATE: December 16, 2025  
TO: Mayor and Town Council  
FROM: Chris Constantin, Town Manager  
SUBJECT: **Adopt the Revised Town Agenda Format and Rules Policy 2-01**

RECOMMENDATION: Adopt the revised Town Agenda Format and Rules Policy 2-01.

FISCAL IMPACT:

There is no fiscal impact associated with this action.

STRATEGIC PRIORITY:

This item is not associated with a strategic priority. However, it does align with the Town's core goal of good governance and civic engagement.

BACKGROUND:

Policy 2-01, Town Agenda Format and Rules, establishes procedures for preparing agendas and conducting meetings of the Town Council and all Town boards, commissions, and committees. Over the past year, staff and the Council Policy Committee have undertaken a comprehensive review to improve clarity, transparency, and consistency.

The first set of proposed revisions was discussed on November 26, 2024. Staff presented updates related to public communication to remove redundancy, agenda preparation to help establish a transparent and inclusive process for Council Members to propose future agenda items, and the conduct of meetings to adopt Rosenberg's Rules of Order. The Committee requested further examination of several issues, including the use of Rosenberg's Rules of Order and the timing for Council Members to ask clarifying questions after public comment.

PREPARED BY: Wendy Wood  
Town Clerk

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Reviewed by: Town Manager and Town Attorney

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On January 29, 2025, staff returned with a more comprehensive set of revisions that addressed the order of the agenda, procedures for verbal communication and written materials, Council Matters, and processes for requesting future agenda items, adjournment procedures, agenda preparation responsibilities, conduct of meetings, remote attendance requirements, behavior expectations, and procedures for managing disruptive behavior. During this meeting, the Committee requested additional analysis regarding the Mayor's role in agenda setting, the ability of a minority of Council Members to raise issues for Council consideration, and practices used in other jurisdictions. The Committee asked that further review occur after the Cities Association meeting, so that additional information could be obtained on how other 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 proposed revisions and requested further clarification on whether separate policies should be established for the Town Council and other Town bodies, how the Mayor's authority to place items on an agenda differs from the process for items requiring significant staff work, and what legal requirements apply when addressing disruptive behavior during public meetings. The Committee also requested a categorized breakdown of all proposed changes.

On October 28, 2025, the Committee considered alternative policy language proposed by the Mayor in addition to the staff draft. Following discussion, the Committee agreed that the Mayor's final authority to approve the Council agenda should be retained, except for items that would require significant staff work or have substantial administrative, operational, financial, or compliance impacts. The Committee supported granting the Town Manager discretion to determine when staff effort would be significant and to adjust agenda scheduling accordingly. The Committee also directed staff to add an agenda preparation process and schedule for Town boards, commissions, and committees, and to incorporate modified procedures related to Rosenberg's Rules of Order, including the opportunity for Council Members to ask clarifying questions after public comment and a revised process for reconsideration. Staff was directed to return with a revised draft incorporating these changes.

Staff incorporated the October 28 Committee direction into a new draft and presented it to the Policy Committee on December 8, 2025. The draft policy included revisions to the agenda order, procedures for public comment under verbal communication and public hearings, updated expectations for the timely submission of written materials by applicants and appellants, and clarification on the process for a Council Member to request an item for future Council discussion, allowing the Town Manager to determine whether staff work associated with an item would be significant and require three or more members of the Council to vote to place an item on a future agenda for action. The Mayor's agenda-setting authority remained with added language to authorize the Town Manager to adjust agenda order or scheduling of an item to mitigate any operational, financial, or compliance impacts. New sections were also

added to define procedures and timelines for preparing agendas and materials for Town boards, commissions, and committees, distinguishing these processes from those used by the Town Council.

The Conduct of Meetings section was also revised to incorporate Rosenberg's Rules of Order with modifications, including allowing Council Members to ask clarifying questions after public comment. The Reconsideration of a Prior Action section was updated to allow a motion to reconsider a prior action no later than the next regularly scheduled meeting. Finally, minor modifications were made to the proposed language related to behavior expectations and disruptive behavior.

#### DISCUSSION:

At the December 8 Policy Committee meeting, the Committee reviewed the revised draft Policy 2-01 and provided additional direction for further modification. The Committee requested that the Presentations section be updated to require that visual presentations be submitted to staff at least 24 hours in advance of the meeting unless otherwise authorized by the Mayor. The Committee also directed that the Council Matters section be revised to clarify that "brief announcements" should be related to activities performed on behalf of the Town or its residents, and that personal business and political campaign activities should not be reported under Council Matters. Additionally, the Committee requested that Council Members' reports during Council Matters be limited to three minutes each.

The Committee also provided additional direction regarding the Preparation of the Town Council Agenda section. Specifically, the Committee directed staff to remove the second paragraph and delete the first three sentences of the third paragraph because the process for Council Members to request an item for discussion is now addressed in the Council Matters section. For consistency, the Committee also requested relocating the remaining sentences of the third paragraph to the Council Matters section. These changes, along with all other Committee direction from the December 8 meeting, have been incorporated into the redline policy presented for Council consideration.

#### CONCLUSION:

Staff requests that the Town Council review the proposed edits to Policy 2-01, provide any revisions, and adopt the revised policy.

#### COORDINATION:

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

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SUBJECT: Adopt the Revised Town Agenda Format and Rules Policy 2-01

DATE: December 16, 2025

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Draft Town Agenda Format and Rules Policy (redline) with Exhibit A - Modified Rosenberg's Rules of Order
2. Draft Town Agenda Format and Rules Policy (clean) with Exhibit A - Modified Rosenberg's Rules of Order