



**TOWN OF LOS GATOS**  
**TOWN COUNCIL POLICY COMMITTEE**

MEETING DATE: 05/27/2025

ITEM NO: 1

---

**DRAFT**  
**Minutes of the Town Council Policy Committee Meeting**  
**April 22, 2025**  
**5:00 P.M.**

The Town Council Policy Committee conducted a meeting in person.

**MEETING CALLED TO ORDER AT 5:00 P.M.**

**ROLL CALL**

Committee Members Present: Mayor Matthew Hudes, Council Member Badame.

Staff Present: Chris Constantin, Town Manager; Katy Nomura, Assistant Town Manager; Gabrielle Whelan, Town Attorney; and Wendy Wood, Town Clerk.

**CONSENT ITEMS (TO BE ACTED UPON BY A SINGLE MOTION)**

**1. Approve the Minutes of the March 25, 2025, Policy Committee Regular Meeting.**

There was no public comment.

**MOTION:** Motion by Council Member Badame to approve consent item one. **Seconded by Mayor Hudes.**

**VOTE:** Motion passed unanimously.

**VERBAL COMMUNICATIONS**

There were no verbal communications.

**OTHER BUSINESS**

**2. Discuss and Consider a New Town Council Policy: Board, Committee, and Commission Code of Conduct.**

Wendy Wood, Town Clerk, presented the staff report.

There was no public comment.

The committee discussed the proposed revisions and made the following recommended changes:

Section II. Town Board, Committees, and Commissions Roles and Responsibilities

- Add a sentence to the first paragraph stating: "Commissioners serve at the will of the Council."

Section IV. Legal Requirement

- Add subsection (G) stating: Matters to be done outside of the Commission meeting will require Town Council approval through the work plan before any such activity may be performed on behalf of the Town or Commission."

Section VI. Commission Communication

- Add a sentence to subsection B(1) stating: "This can be accomplished by using language such as: "Speaking for myself and not on behalf of the Commission or the Town . . ."

The committee also discussed the desk item received related to public comment during a meeting and determined it would be more appropriate to include clarifying language in the Agenda Format and Rules Policy.

**MOTION:** Motion by Council Member Badame to recommend bringing this policy to the Town Council with the recommended changes. **Seconded by Mayor Hudes.**

**VOTE:** Motion passed unanimously.

**ADJOURNMENT**

The meeting adjourned at 5:59 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the March 25, 2025, meeting as approved by the Town Council Policy Committee.

---

Wendy Wood, Town Clerk