DATE: September 23, 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:

Town Council Policy 2-01 "Town Agenda Format and Rules" was adopted to establish procedures to standardize the Town Council agenda process and ensure orderly meetings. This Policy applies to the Town Council and all Town Boards, Committees, and Commissions. There have been numerous revisions to the Policy to reflect the changing needs of the Town Council.

Changes to this Policy were discussed at the November 26, 2024, Policy Committee meeting. At that meeting, staff proposed changes to various sections to provide better transparency and clarity. The proposed changes included the following sections:

- Section C - Communications by Members of the Public (1) Verbal: The proposed change included removing redundant language to improve clarity and conciseness.
- Section I - Preparation of the Agenda: The proposed changes to this section were to update and clarify the process for Council Members to request agenda items for Town Council consideration and clarify that the agenda is prepared by staff in consultation with the Mayor, with the Mayor's role being collaborative and advisory, not unilateral. The proposed change is intended to help establish a transparent and inclusive process for Council Members to propose future agenda items.
- Section L - Conduct of Town Council Meetings: The current policy did not identify a specific procedural process, so to help provide clarity and efficiency in parliamentary procedure, staff recommended adopting Rosenberg's Rules of Order.

Reviewed by: Town Attorney

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The Committee discussed the proposed changes and provided feedback. The committee expressed some concerns with Rosenberg's Rules of Order in regard to reconsidering a motion and the ability to asking clarifying questions after public comment. The committee requested staff review the policy to address the issues raised and return to the Policy Committee with the revised changes.

DISCUSSION:

Staff conducted a comprehensive review of the existing Policy and is proposing a series of enhancements intended to improve clarity and consistency in the language. Attachment one is the redline policy, which reflects the proposed changes.

Key proposed modifications include:
- Section A - Order of the Agenda: This section was revised to align with the current order of the agenda.
- Section C - Communications by Members of the Public (1) Verbal Communication: This section was revised to add clarifying language and remove the direction addressed in Section F.
- Section C - Communications by Members of the Public (3) Submittal of written materials by Applicant and Appellant: This section was removed because it is no longer in practice, and the code section cited no longer exists.
- Section F - Council Matters: This section was revised to outline the process by which Council Members may request items for inclusion on the Town Council agenda. This modification establishes a two-step process: two Council Members may request an item for future discussion without staff work, and three or more Council Members must support further consideration in order to direct staff to prepare an item for formal action.
- Section G – Adjournment: This section clarifies that Council meetings will adjourn at 11:00 PM unless a majority of Council Members present vote to extend the meeting.
- Section I - Preparation of the Agenda: This section was amended to remove the responsibility from the Mayor to unilaterally decide whether an agenda item is added. This change will help mitigate potential discomfort associated with such determinations and encourage a more collaborative approach to agenda-setting. The intent of this proposed change is to help preserve the ability of minority Council Members to initiate public discussions on the merits of a proposal.
- Section L - Conduct of Town Council Meetings: This section was amended to adopt Rosenberg's Rules of Order with modifications, including adding an opportunity for clarifying questions after public comment and establishing a detailed process for reconsideration of prior Council actions.
- Section N – Remote Attendance (3) Remote Participation by the Public: This section was amended to clarify that remote participation is available only for Town Council, Finance Commission, and Planning Commission meetings (except closed sessions), based on available technology and equipment.
- Section Q - Behavior Expectations and Consequences at Town Council Meetings: Behavior Expectations and Consequences at Town Council Meetings: This section was amended to incorporate civility expectations and procedures for managing disruptive behavior, consistent with Government Code Sections 54957.9 and 54957.95.

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CONCLUSION:

Staff looks forward to the Committee's discussion and direction. If the Committee recommends updating the Policy, staff will incorporate any necessary modifications prior to bringing the proposed draft to the full Town Council for consideration and approval.

COORDINATION:

The preparation of this report was coordinated with the Town Manager's Office and the Town Attorney.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

ENVIRONMENTAL ASSESSMENT:

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

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