

## RESOLUTION 20 -xx

### RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS ESTABLISHING STANDARD OPERATING PROVISIONS FOR BOARDS, COMMISSIONS, AND COMMITTEES

**WHEREAS**, the Town Council of the Town of Los Gatos has established various boards, commissions, and committees (collectively referred to as “Advisory Bodies”) to provide advice, recommendations, and community input on matters affecting the Town; and

**WHEREAS**, Advisory Bodies must operate in compliance with applicable open meeting, ethics, and disclosure laws, including the Ralph M. Brown Act, the California Political Reform Act, and any other laws as may apply; and

**WHEREAS**, the Town Council recognizes the need to maintain consistent standards, expectations, and procedures across all Advisory Bodies to promote transparency, accountability, and effective public service; and

**WHEREAS**, the Town Council desires to establish a standard framework with general duties and procedures for all Advisory Bodies appointed by the Town Council. Specific provisions relating to each Advisory Body, including composition, qualifications, and scope of work, shall be set forth in separate exhibits attached to and incorporated into this Resolution by reference; and

**WHEREAS**, this Resolution supersedes any prior conflicting resolutions and shall serve as the operating framework for all current and future Advisory Bodies of the Town of Los Gatos.

**NOW, THEREFORE, BE IT RESOLVED**, the Town Council of the Town of Los Gatos does hereby declare, determine, and approve the following:

1. General Purpose and Authority - Advisory Bodies are created to provide advice and recommendations to the Town Council on specific topics or areas of expertise. Unless otherwise established by ordinance or resolution, Advisory Bodies shall act solely in an advisory capacity and have no decision-making authority. The Town Council reserves the right to amend, dissolve, or modify any Advisory Body by resolution or ordinance, as permitted by law.

2. Definitions:

- *Advisory Body*: Any Board, Commission, Committee, or other Town-established body created to advise the Town Council, provide recommendations, or assist in planning and oversight in a specific subject area.
- *Member*: An individual duly appointed by the Town Council to serve on an Advisory Body.

- *Youth/Commission Liaison*: A Council approved designated member of a Commission that is assigned to attend meetings of another Advisory Body in a non-voting, advisory role.
- *Staff Liaison*: A Town employee assigned to an Advisory Body to prepare and post meeting agendas; advise Members on Brown Act compliance; provide administrative support during meetings; and coordinate with relevant Town departments as necessary.
- *Quorum*: A simple majority (more than half) of the appointed voting members of an Advisory Body.
- *Work Plan*: A document developed by an Advisory Body outlining its proposed goals, projects, and priorities for Town Council approval.

3. Legal Compliance - Members must comply with all applicable federal, state, and local laws and regulations, and Town policies. Members must complete any applicable training required within the timelines established by law or Council policy. The Town Manager will administratively maintain the Commissioner's Handbook to serve as a guide for these various laws and policies as well as procedures. All Members are expected to read, understand, and adhere to the requirements outlined in the Handbook throughout their service.

4. Membership and Qualifications - Members shall be appointed by the Town Council pursuant to the established appointment process, and qualifications as stated in Council policy (refer to Policy 2-11). Unless otherwise provided by an ordinance of the Council, each Commission shall consist of the five voting members, with the exception of the Youth Commission and the Town Manager who serves as an ex officio member in accordance with Los Gatos Town Code Section 2.30.295 (16).

Members must be residents of the incorporated municipal limits of the Town of Los Gatos at the time of appointment and remain so throughout their term of service, unless otherwise authorized by the Council in the attached exhibits. Any Commission-specific qualifications, such as professional background, representation of a particular profession, or youth eligibility criteria, shall be expressly stated in the attached Exhibits. In the event of a conflict between the membership requirements stated herein and the qualifications in the Exhibits, the provisions of the Exhibits shall supersede the general requirements where the two are inconsistent.

5. Terms and Vacancies - With the exception of the Youth Commission and unless otherwise provided in an ordinance of the Council, Advisory Body Members shall serve three-year terms. Terms will be staggered to ensure continuity. Youth Commissioners shall serve a one-year term. Members shall serve until the end of their appointed term. The Town Council may remove members by a three-fifths vote in accordance with Town Code Section 2.40.030 unless otherwise specified in an ordinance of the Council. The appointment of Advisory Body members, filling of vacancies, and procedures for reappointments shall follow relevant Council and administrative policies.

6. Meeting and Attendance - The frequency of regular meetings shall be outlined in each Advisory Body's Exhibit. In consultation with staff, the Commission shall establish a regular meeting time and location in accordance with the Brown Act. A quorum is required to conduct official business, and Members are expected to attend all regular meetings. Absence from regular meetings shall be grounds for removal per Town policy (refer to Policy 2-11).

7. Duties and Responsibilities - Advisory Bodies shall identify and analyze issues of community interest that fall within their assigned scope of work, as set forth in the applicable exhibit to this Resolution, and in alignment with the Town Council's Strategic Priorities or as otherwise authorized by the Town Council under approved Work Plan. Advisory Bodies shall conduct public meetings and may utilize other appropriate methods to solicit community input relevant to their subject matter. Each Advisory Body may provide recommendations or make decisions as authorized by ordinance. All actions must remain within the authority and responsibilities defined in the relevant exhibit and be consistent with the direction and priorities established by the Town Council. In coordination with Town staff, each Advisory Body shall prepare and submit a work plan to the Town Council for approval. Work plans should focus on achievable goals that align with the Advisory Body's scope of work and available Town resources. Work plans must be approved by the Town Council before they can be implemented.

8. Staff Liaisons - Each Advisory Body shall have a designated staff liaison.

9. Reporting to the Council - Advisory Bodies may submit reports, recommendations, or presentations to the Town Council as directed, including but not limited to annual updates, work plan progress, and policy input relevant to their scope.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that this Resolution shall serve as the framework of general duties, and procedures for the Arts and Culture Commission; the Community Health and Senior Services Commission; the Complete Streets and Transportation Commission; the Diversity, Equity, and Inclusion Commission; the Historic Preservation Committee; the Library Board; the Parks and Sustainability Commission; the Personnel Board; the Planning Commission; the Finance Commission; and the Youth Commission. Commission-specific details, including membership composition, qualifications, and scope of work, shall be set forth in Exhibits attached to and incorporated into this Resolution. Upon adoption with applicable Exhibits, this Resolution shall repeal and replace any prior enabling resolutions for those Commissions.

**PASSED AND ADOPTED** at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the (day) of (month), (year), by the following vote:

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

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MAYOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

ATTEST:

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TOWN CLERK OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

## **Exhibit A**

### **Art and Culture Commission**

This Exhibit provides the specific provisions for the Art and Culture Commission and reflects the unique purpose and functional role of the Art and Culture Commission. This Exhibit may be amended only with the approval of the Town Council.

#### **Membership Composition and Qualification**

The number of voting members is established in Section 4 of the resolution to which this Exhibit is attached. All members must reside within the incorporated municipal limits of the Town of Los Gatos.

#### **Youth Commission Liaison**

One (1) Youth Commissioner shall be appointed by the Youth Commission to serve in a non-voting, advisory capacity. The term of service shall align with the Youth Commission's one-year term.

#### **Meetings**

Meetings shall be scheduled monthly and in accordance with Town Policy 2-11. The Commission shall adopt a resolution to establish or change the regular time and location for its meetings in consultation with Town staff.

#### **Commission's Scope of Work**

The Art and Culture Commission serves as an advisory body to the Town Council on matters related to the artistic and cultural life of the community that fall within the Town's purview and is responsible making recommendations on policies and initiatives in the areas of art, drama, music, and other recognized creative disciplines in the Town of Los Gatos. Additionally, the Commission may perform other duties as authorized by the Town Council.

## **Exhibit B**

### **Community Health and Senior Services Commission**

This Exhibit provides the specific provisions for the Community Health and Senior Services Commission and reflects the unique purpose and functional role of the Commission. This Exhibit may be amended only with the approval of the Town Council.

#### **Membership Composition and Qualification**

The number of voting members is established in Section 4 of the resolution to which this Exhibit is attached. All members shall reside within the incorporated municipal limits of the Town of Los Gatos.

#### **Youth Commission Liaison**

One (1) Youth Commissioner may be appointed by the Youth Commission to serve in a non-voting, advisory capacity. The term of service shall align with the Youth Commission's one-year term.

#### **Meetings**

Meetings shall be scheduled monthly and in accordance with Town Policy 2-11. The Commission shall adopt a resolution to establish or change the regular time and location for its meetings in consultation with Town staff.

#### **Commission's Scope of Work**

The Community Health and Senior Services Commission serves as an advisory body to the Town Council on matters related to community health and senior services that fall within the Town's purview and is responsible for making recommendations on related policies and initiatives within that scope. Additionally, the Commission may perform other duties as authorized by the Town Council.

## **Exhibit C**

### **Complete Streets and Transportation Commission**

This Exhibit provides the specific provisions for the Complete Streets and Transportation Commission and reflects the unique purpose and functional role of the Commission. This Exhibit may be amended only with the approval of the Town Council.

#### Membership Composition and Qualification

The number of voting members is established in Section 4 of the resolution to which this Exhibit is attached. All members shall reside within the incorporated municipal limits of the Town of Los Gatos.

One member of the Commission may be appointed as a representative of the Town to serve on the Valley Transportation Authority Bicycle and Pedestrian Advisory Commission. Appointment shall be for a term of two (2) years consistent with the VTA requirements. The appointee shall provide written and/or oral reports at each regularly scheduled meeting.

#### Youth Commission Liaison

One (1) Youth Commissioner shall be appointed by the Youth Commission to serve in a non-voting, advisory capacity. The term of service shall align with the Youth Commission's one-year term.

#### Meetings

Meetings shall be scheduled monthly and in accordance with Town Policy 2-11. The Commission shall adopt a resolution to establish or change the regular time and location for its meetings in consultation with Town staff.

#### Commission's Scope of Work

The Complete Streets and Transportation Commission serves as an advisory body to the Town Council on matters related to all modes of travel that fall within the Town's purview and is responsible for making recommendations on policies and initiatives concerning streets, transportation infrastructure, bicycle and pedestrian pathways, and safe routes to school efforts in the Town of Los Gatos. Additionally, the Commission may perform other duties as authorized by the Town Council.

## **Exhibit**

### **Diversity, Equity, and Inclusion Commission**

This Exhibit provides the specific provisions for the Diversity, Equity, and Inclusion Commission and reflects the unique purpose and functional role of the Commission. This Exhibit may be amended only with the approval of the Town Council.

#### Membership Composition and Qualification

The number of voting members is established in Section 4 of the resolution to which this Exhibit is attached. Three (3) members shall be Los Gatos residents and two (2) members may or may not be Los Gatos residents if they are a Los Gatos Business owner, or a Los Gatos business employee, or a Los Gatos faith leader.

#### Commission Liaison

One (1) Arts and Culture Commissioner may be appointed by the Art and Culture Commission to serve in a non-voting, advisory capacity. One (1) Senior Health and Community Services Commissioner may be appointed by the Senior Health and Community Services Commission to serve in a non-voting, advisory capacity. The term of service shall be for one calendar year.

#### Youth Commission Liaison

One (1) Youth Commissioner may be appointed by the Youth Commission to serve in a non-voting, advisory capacity. The term of service shall align with the Youth Commission's one-year term.

#### Meetings

Meetings shall be scheduled monthly and in accordance with Town Policy 2-11. The Commission shall adopt a resolution to establish or change the regular time and location for its meetings in consultation with Town staff.

#### Commission's Scope of Work

The Diversity, Equity, and Inclusion Commission serves as an advisory body to the Town Council on matters related to creating equitable opportunities and a sense of belonging that fall within the Town's purview and is responsible for making recommendations on policies and initiatives in the areas of diversity, equity, and inclusion in the Town of Los Gatos. Additionally, the Commission may perform other duties as authorized by the Town Council.



## **Exhibit E**

### **Finance Commission**

This Exhibit provides the specific provisions for the Finance Commission and reflects the unique purpose and functional role of the Commission. This Exhibit may be amended only with the approval of the Town Council.

#### **Membership Composition and Qualification**

The number of voting members and qualifications are established in the Town Code, Section 2.50.205.

#### **Meetings**

Meetings shall be scheduled at least once per calendar year and in accordance with the Council Policy 2-11. The Commission shall adopt a resolution to establish or change the regular time and location for its meetings in consultation with Town staff.

#### **Commission's Scope of Work**

The Finance Commission serves as an advisory body to the Town Council on matters outlined in the Town code, Section 2.50.200. The Commission's responsibility is to advise the Town Council and make recommendations on policies and initiatives that are under the Town's purview and within the areas outlined in the Town Code, Section 2.50.210. Additionally, the Commission may perform other duties as authorized by the Town Council.

## **Exhibit F**

### **Historic Preservation Committee**

This Exhibit provides the specific provisions for the Historic Preservation Committee and reflects the unique purpose and functional role of the Committee. This Exhibit may be amended only with the approval of the Town Council.

#### **Membership Composition and Qualification**

The number of voting members and qualifications are established in the Town Code, Section 29.80.225.

#### **Meetings**

Meetings shall be scheduled regular meetings monthly and in accordance with Town Policy 2-11. The Committee shall adopt a resolution to establish or change the regular time and location for its meetings in consultation with Town staff.

#### **Commission's Scope of Work**

The Historic Preservation Committee acts as an advisory body to the Planning Commission and Planning Director on all matters pertaining to historic preservation. The Committee's responsibilities are outlined in the Town Code, Section 29.80.227.

## **Exhibit G**

### **Library Board**

This Exhibit provides the specific provisions for the Library Board and reflects the unique purpose and functional role of the Library Board. This Exhibit may be amended only with the approval of the Town Council.

#### Membership Composition and Qualification

The number of voting members is established in Section 4 of the resolution to which this Exhibit is attached. All members shall reside within the incorporated municipal limits of the Town of Los Gatos.

#### Youth Commission Liaison

One (1) Youth Commissioner shall be appointed by the Youth Commission to serve in a non-voting, advisory capacity. The term of service shall align with the Youth Commission's one-year term.

#### Meetings

Meetings shall be scheduled bi-monthly on odd numbered months and in accordance with Town Policy 2-11. The Commission shall adopt a resolution to establish or change the regular time and location for its meetings in consultation with Town staff.

#### Commission's Scope of Work

The Library Board serves as an advisory body to the Town Council on matters related to the library programs and services that fall within the Town's purview and is responsible for making recommendations on related policies and initiatives within that scope. Additionally, the Commission may perform other duties as authorized by the Town Council.

## **Exhibit H**

### **Parks and Sustainability Commission**

This Exhibit provides the specific provisions for the Parks and Sustainability Commission and reflects the unique purpose and functional role of the Parks and Sustainability Commission. This Exhibit may be amended only with the approval of the Town Council.

#### **Membership Composition and Qualification**

The number of voting members is established in Section 4 of the resolution to which this Exhibit is attached. All members shall reside within the incorporated municipal limits of the Town of Los Gatos.

#### **Youth Commission Liaison**

One (1) Youth Commissioner shall be appointed by the Youth Commission to serve in a non-voting, advisory capacity. The term of service shall align with the Youth Commission's one-year term.

#### **Meetings**

Meetings shall be scheduled bi-monthly on even numbered months and in accordance with Town Policy 2-11. The Commission shall adopt a resolution to establish or change the regular time and location for its meetings in consultation with Town staff.

#### **Commission's Scope of Work**

The Complete Streets and Transportation Commission serves as an advisory body to the Town Council on matters related to open space and the sustainability of the natural environment that fall within the Town's purview and is responsible for making recommendations on policies and initiatives within the areas of public parks, off-street trails, open space, grounds, street trees, and sustainability topics related to the natural environment in the Town of Los Gatos. Additionally, the Commission may perform other duties as authorized by the Town Council.

## **Exhibit I**

### **Personnel Board**

This Exhibit provides the specific provisions for the Personnel Board and reflects the unique purpose and functional role of the Board. This Exhibit may be amended only with the approval of the Town Council.

#### **Membership Composition and Qualification**

The number of voting members is established in the Town Code, Section 2.30.930 and qualifications are listed in Town Code, section 2.30.935.

#### **Meetings**

Meetings shall be scheduled at least once a year and in accordance with Town Policy 2-11. The Commission shall adopt a resolution to establish or change the regular time and location for its meetings in consultation with Town staff.

#### **Commission's Scope of Work**

The Personnel Board's scope of work is defined in the Town Code, Section 2.30.950.

## **Exhibit J**

### **Planning Commission**

This Exhibit provides the specific provisions for the Planning Commission and reflects the unique purpose and functional role of the Commission. This Exhibit may be amended only with the approval of the Town Council.

#### **Membership Composition and Qualification**

The number of voting members is established in the Town Code, Section 20.20.010.

#### **Meetings**

Meetings shall be scheduled twice monthly and in accordance with Town Policy 2-11. The Commission shall adopt a resolution to establish or change the regular time and location for its meetings in consultation with Town staff.

#### **Commission's Scope of Work**

The Planning Commission Town's planning agency within the meaning of Government Code section 65100. The Commission's responsibilities are outlined in the Town Code, Section 20.20.020.

## **Exhibit K**

### **Youth Commission**

This Exhibit provides the specific provisions for the Youth Commission and reflects the unique purpose and functional role of the Commission. This Exhibit may be amended only with the approval of the Town Council.

#### **Membership Composition and Qualification**

The number of voting members shall consist of nineteen (19) members. The members shall be students who are entering grades 8 through 12. Membership for the students requires residency in the incorporated limits of the Town of Los Gatos or residency in the unincorporated areas of the County of Santa Clara, which have a Los Gatos mailing address.

#### **Youth Commission Liaison**

The Commission may appoint one (1) primary member and one (1) alternate to attend the following Advisory Body meetings as a non-voting liaison:

1. Arts and Culture Commission
2. Community Health and Senior Services Commission
3. Library Board
4. Parks Commission
5. Complete Streets and Transportation Commission
6. Diversity, Equity and Inclusion (DEI) Commission

Liaisons shall provide a monthly report to the Youth Commission and be responsible for conveying the Youth Commission's input to the Board or Commission and term of service shall align with the Youth Commission's one-year term.

The primary liaison shall attend all meetings of the Advisory Body they are appointed to. If they cannot attend the meeting, it shall be the responsibility of the alternate to attend the meeting. If the primary member misses three (3) meetings of the Advisory Body the Youth Commission shall appoint a new primary member, and if necessary, a new alternate.

#### **Meetings**

Regular meetings shall be scheduled monthly in alignment with the Youth Commission's one-year term. The Commission shall adopt a resolution to establish or change the regular time and location for its meetings in consultation with Town staff in consultation with staff.

### Commission's Scope of Work

The Youth Commission serves as an advisory body to the Town Council on matters related to the youth of Los Gatos that fall within the Town's purview and is responsible for making recommendations on policies and initiatives within the areas of youth activities and concerns in the Town of Los Gatos. Additionally, the Commission may perform other duties as authorized by the Town Council.