



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 02/10/2026

ITEM NO: 2

DATE: February 10, 2026
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: **Receive Training on Rosenberg's Rules of Order**

RECOMMENDATION: Receive the presentation and participate in the training as proposed.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

STRATEGIC PRIORITY:

Not Applicable.

BACKGROUND:

On January 20, 2026, the Town Council approved updates to the Town's Agenda Format and Rules Policy (Council Policy 2-01). As part of that action, the Council formally adopted Modified Rosenberg's Rules of Order (**Attachment 1**) as the default parliamentary authority governing the conduct of Town Council meetings.

Rosenberg's Rules of Order, authored by Judge Dave Rosenberg and published by the League of California Cities, are expressly designed for small legislative bodies and emphasize clarity, efficiency, and public accessibility while preserving majority rule and minority rights (**Attachment 2**).

When adopting the policy, the Town Council approved two specific modifications to the standard Rosenberg's Rules framework. These modifications are codified in the Town's Agenda Format and Rules Policy and supersede the default language of Rosenberg's Rules 2011 edition.

PREPARED BY: Chris Constantin
Town Manager

Reviewed by: Town Manager, Assistant Town Manager, and Administrative Services Director

DISCUSSION:

The Town's policy provides that Council meetings shall be conducted under the Modified Rosenberg's Rules of Order, rather than Robert's Rules of Order, to better suit the needs of a five-member legislative body operating in a public meeting environment. The rules establish a clear, step-by-step format for agenda item consideration, motions, debate, voting, and decorum.

The Council modified Rosenberg's Rules in two discrete areas.

1. Questions After Public Comment

Under standard Rosenberg's Rules, Councilmember questions of staff typically occur before public comment during an agenda item. The Town Council modified the "Basic Format for an Agenda Item Discussion" to allow Council Members to ask questions both before and after public comment has concluded.

This change alters the sequencing of the agenda item discussion and is therefore a procedural distinction from the default Rosenberg's Rules framework.

2. Reconsideration of Prior Council Actions

The Council also adopted a revised the timing requirement for a motion to reconsider. Under standard Rosenberg's Rules, a motion to reconsider was required to be made at the same meeting at which the original action occurred, unless the Council voted by a two-thirds majority to suspend the rules and allow reconsideration at a later meeting.

The revised language allows a motion to be made and considered no later than the next regularly scheduled Council meeting following the original action. This eliminates the need to suspend the rules, provides additional flexibility for Council Members, and improves clarity for staff and the public regarding when reconsideration is permissible.

Purpose of the Training

A formal presentation and training session will:

- Ensure all Council Members have a shared understanding of the adopted rules.
- Clarify how the Town's modifications differ from default Rosenberg's Rules.
- Reduce procedural ambiguity during meetings.
- Promote consistent application by the Mayor, Council Members, staff, and the public.

The training is informational and procedural in nature and does not involve policy changes.

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SUBJECT: Training on Rosenbergs Rules of Order for Meetings

DATE: February 10, 2026

CONCLUSION:

The Town Council has adopted Modified Rosenberg's Rules of Order as the governing parliamentary framework for Council meetings, with two specific Council-directed modifications addressing post-public-comment questions and reconsideration of prior actions. A dedicated presentation and training session will support consistent, transparent, and orderly meeting conduct in accordance with the adopted policy.

Staff therefore recommends that the Town Council receive the presentation and participate in the training as proposed.

ALTERNATIVES:

Not Applicable

COORDINATION:

The item was coordinated with the Town Clerk.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under the California Environmental Quality Act (CEQA), and no further environmental review is required.

Attachments:

1. Modified Rosenberg's Rules of Order 2011 version
2. Rosenberg's Rules of Order 2011 version