



**TOWN OF LOS GATOS**  
**FINANCE COMMISSION REPORT**

MEETING DATE: 09/08/2025

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DATE: September 8, 2025  
TO: Finance Commission  
FROM: Chris Constantin, Town Manager  
SUBJECT: **Receive a Presentation Related to Commissioners' Roles, Responsibilities, Meeting Procedures and Policies**

RECOMMENDATION: Receive a Presentation Related to Commissioners' Roles, Responsibilities, Meeting Procedures and Policies.

BACKGROUND:

In recent months, there has been a growing recognition of the importance of clarifying the roles and responsibilities of Commissioners, as well as the need to review existing procedures and policies. All members must have a clear understanding of their roles and the overall goals of the Commission.

DISCUSSION:

Reviewing the roles and responsibilities of the Commissioners, along with meeting procedures and policies, can help enhance the effectiveness of the Commission and ensure that each member is serving the community to the best of their abilities. Good governance is a core goal in the Town Council's strategic priorities, and to promote good governance, it is important that everyone clearly understands the roles and responsibilities of the Commission. Understanding this will help facilitate effective decision-making, ensure meetings run smoothly, and provide better outcomes for the community.

Topics to be reviewed include the Brown Act, parliamentary procedures, recent updates to Council adopted policies, working constructively with your Commission's staff liaison, and the roles of an advisory commission.

PREPARED BY: Wendy Wood  
Town Clerk

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Reviewed by: Town Manager, Town Attorney, and Finance Director

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