



TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE REPORT

MEETING DATE: 1/29/2025

ITEM NO: 4

DATE: January 22, 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 insure orderly meetings. This Policy applies to Town Council and all Town Boards, Committees, and Commissions. There have been numerous revisions to the Policy to reflect the changing need 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 provided 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 Councilmembers to request agenda items for Town Council consideration and remove the responsibility from the Mayor to unilaterally decide whether a Councilmember's proposed agenda item will be agendized. The proposed change is intended to help establish a transparent and inclusive process for Councilmembers 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

PAGE 2 OF 3

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Entitled Town Agenda Format and Rules DATE:

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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 removed 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 Councilmembers may request items for inclusion on the Town Council agenda. This modification ensures that a majority of Councilmembers must consent before directing staff to undertake significant work on any matter.
- Section G – Adjournment: Staff is recommending a change to the adjournment time.
- 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 Councilmembers to initiate public discussions on the merits of a proposal.
- Section L - Conduct of Town Council Meetings: This section was amended to designate a modified version of Rosenberg's Rules of Order as the parliamentary rules for conducting a meeting.
- Section N – Remote Attendance (3) Remote Participation by the Public: This section was amended to clarify that participation is based on available technology and equipment.
- Section Q - Behavior Expectations and Consequences at Town Council Meetings: This section was amended to align with Government Code Sections 54957.9 and 54957.95.

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.

PAGE 3 OF 3

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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