

RESOLUTION 2025-054

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 Liaison*: A Youth Commissioner assigned to attend meetings of another Advisory Body in a non-voting 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 Advisory Body shall consist of the seven voting members, with the exception of the Youth Commission and the Diversity Equity, and Inclusion Commission.

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 Advisory Body 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 the Historic Preservation Committee, and unless otherwise provided in the Town Code, Advisory Body Members shall serve three-year terms. Terms will be staggered to ensure continuity. Youth Commissioners shall serve a one-year term, and the Historic Preservation Committee members shall serve a four-year term. The Town Council may remove members by a three-fifths vote in accordance with Town Code Section 2.40.030 unless otherwise specified by ordinance. 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 Advisory Body 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 an approved Workplan. 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 workplans and priorities directed 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. Workplans 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. Advisory Body 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 Resolution 2025-048 and repeal and replace any prior enabling resolutions for those Advisory Bodies.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 7th of October, 2025, by the following vote:

COUNCIL MEMBERS:

AYES: Maria Ristow, Rob Rennie, Rob Moore
NAYS: Mary Badame, Mayor Matthew Hudes
ABSENT: None
ABSTAIN: None

SIGNED:


Martin Shulman
MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTEST:


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

Exhibit D

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 at nine (9). The membership composition shall be as follows:

- At least three (3) members shall be Los Gatos residents.
- Up to four (4) members may be individuals who are either Los Gatos business owners, employees of Los Gatos businesses, Los Gatos faith leaders, or non-profit employees, regardless of residency; or business owners and residents.
- One (1) member shall be an Arts and Culture Commissioner.
- One (1) member shall be a Community Health and Senior Services Commissioner.

The terms of service for Los Gatos residents and individuals who are Los Gatos business owners, employees of Los Gatos businesses, or Los Gatos faith leaders are outlined in Section 5 of the resolution to which this Exhibit is attached. The Arts and Culture Commissioner and the Senior Health and Community Services Commissioner shall each serve a term of one (1) calendar year with no limitations on reappointments.

Youth Commission Liaison

Two (2) Youth Commissioners may be appointed by the Youth Commission to serve as a non-voting, advisory liaison. 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

within the Town of Los Gatos in the areas of diversity, equity, and inclusion. Additionally, the Commission may perform other duties as authorized by the Town Council.