

## Subcommittee Recommendations

**General Engagement with the Community, Councilmembers and Commissioners and Committee Members.**

1. Councilmembers will make best efforts to establish collegial and effective working relationships with commission and committee members. Attending at least one meeting per year of each commission and committee (consistent with Brown Act requirements), and other informal meetings such as coffees, will be encouraged in order to promote an amicable and respectful civic environment.
2. The City will provide opportunity for notice to commission and committee members of various community events and public meetings.
3. Each commissioner or committee member should strive to attend at least two community meetings or other commission meetings each year.
4. The City will provide information to each commission and committee with respect to the mechanisms of outreach from the City and how to access these mechanisms.
5. In addition, the subcommittee suggests that the web page of each commission and committee include a section with a brief description of the top three items the group is currently working on in order to provide the public with a reference as to the commission's or committee's current activities.

**Scope and Frequency of Commission Meetings.**

6. Commission and committee meetings should not be cancelled without coordination with the commission or committee Chair.
7. Council should review the frequency and the scope of commission meetings once a year.
8. Starting in 2021, each commission or committee should provide an annual review of all of the topics the commission or committee has worked on in the prior calendar year by August 15.

**Communications with the Staff Liaison.**

9. When items are advisory in nature or when input is useful, staff should seek and record the input and feedback of commissions and committees on items in addition to providing information.
10. The staff liaison should on a regular basis provide topical updates and activity reports to the commission or committee, for example, with respect to grant-funding opportunities, outreach meetings, and construction updates relevant to the scope of the commission or committee's work.
11. Staff liaisons are available to meet with individual members of commissions or committees when necessary and reasonable.

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**Agenda-Setting Process.**

12. The Chair and the staff liaison set the agenda. The other commissioners or committee members should be informed of the date of the agenda setting session in case a member of the commission or committee would like to propose an agenda item to the staff liaison prior to the agenda setting session.
13. An item on each agenda should be "Future Agenda Setting" with a draft of future agenda items, ordered by tentative meeting dates. During the Future Agenda Setting item, the commission or committee shall discuss whether to add an item proposed by any single commissioner or committee member, consistent with the requirements of Item 14 below.
14. The Chair of a commission or committee is able to add an agenda item to the meeting agenda. Any two commissioners or committee members can add an agenda item for the future agenda item list. Scheduling of items will be determined by the Chair in consultation with Liaison. If the item requires staff time, consideration should be given by the Chair and Liaison in scheduling the item to ensure that staff has sufficient time to prepare the item.
15. The staff liaison can add an agenda item with consent of the Chair to add the item. Required permit processing hearings and other necessary commission or committee business may be added by the staff liaison, in consultation with the Chair.
16. Once an item is added or scheduled to the future agenda item list, the item cannot be removed until it is discussed for removal at a regularly scheduled meeting during the item for "Future Agenda Setting."

**Training and Development for Civic Duties.**

17. All commissioners and committee members will receive an orientation which includes the governmental structure of Cupertino in an organizational chart, the Brown Act, FPPC requirements, ethics obligations under AB 1234, and a description of the scope of work for the commission or committee.
18. Staff liaisons should inform their respective commission or committee of relevant meetings and educational workshops, with this information being available as well to members of the other commissions or committees.

**Meeting Protocols and Meeting Minutes.**

19. The Chair of the commission or committee runs the meeting and decides the policies and procedures for interaction with the public observing principles of equal treatment and availability of opportunity to speak. For agendaized items, at the Chair's discretion, the public can interact with the members of the commission or committee beyond the public-comment time limit in order to facilitate better communication of the agendaized topic. With respect to the

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qualitative nature of such interactions, the purpose is to understand the various public perspectives.

20. Agenda packets should be comprehensive and include as much supporting materials as available for transparency, including to the extent possible staff presentation materials as part of the materials published together with the notice of the meeting agenda. All meeting materials should be paginated in sequential order from the beginning of the agenda to the end of the agenda. The subcommittee recommends that the paginated area include, in addition to the overall page number: 1) an identification of the meeting; and 2) the date of the meeting. This will help members of the public, the Council, and commissions and committees communicate better with each other and the public with regard to background materials provided through the mechanism of public notice as pertain to agenda items.
21. Any presentation and other materials not posted in the agenda packet should be posted online after the meeting. These materials should also be paginated with a clear indication that they were not included in the materials released as part of the publicly-noticed agenda.
22. Discussion items and action items should be clearly and distinctly identified as such.
23. Commissions and committees should strive to keep summary minutes as opposed to action minutes. Summary minutes should include summaries of each comment from a member of the public. Alternatively, an increasingly feasible tool in this effort with the current state of improving technology is the use of automatic transcription. If automatic transcription is made available to supplement official minutes, action minutes may be sufficient.
24. When providing recommendations to the Council, in addition to the specific vote, staff should provide summaries of the positions of an advisory commission or committee in both the majority views and minority views.
25. For certain commissions and committees that meet on a quarterly basis or less frequently, Draft Minutes should be posted online as soon as they are available, within one month of the meeting in order to ensure the timely availability of a description of the scope of meetings.
26. Commissions, committees, and Council should follow Rosenberg's Rules of Order. This is consistent with the vote of the Council at the November 20, 2018 Council Meeting. At the Chair or Mayor's discretion, time permitting and consistent with applicable legal requirements, flexibility on rules regarding discussion and comment is allowed to promote effective communication.

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**Regular updates.**

27. A standing item should be on each regularly-scheduled agenda called “Staff Updates and [Commissioner/Committee Member] Activity Report” for staff to report on updates and the members to report any activities they have taken part in related to the commission or committee since the prior regularly scheduled meeting.
28. The Chair or a designee of a commission or committee should provide periodic written updates, approved by the full body, to Council regarding the status of their activities no less frequently than every six months.

**Agendas and Work Programs.**

29. Commissions and Audit Committee should have Council-approved work programs that are in alignment with the adopted City Work Program. Generally, work programs should govern agendas. These commissions and committees should strive to work together on their annual work programs and aim over the course of the year to address those items. In an exceptional circumstance, two members of a commission or committee are required to add an item to agendas, with the timing to be determined by the Chair working with the staff liaison.
30. Council will consider how the City Work Program items can be improved by seeking input from and involving the commissions and Audit Committee. For example, an extra column on the draft and final City Work Program spreadsheets entitled “Commission(s)/Committee(s)” could identify the possible synergies. Staff will reach out to the commissions and Audit Committee prior to the first draft of the City Work Program, to ask for recommendations of items to add.
31. The current-year and prior-year City, commission, and committee work programs will be posted on the City’s website.
32. For current-year City, commission, and committee work programs, staff will provide quarterly updates as to the status of each item in the work programs accordingly.
33. The commissions and committees have the discretion to add items to their work programs that do not require significant amounts of staffing-based resources (up to two hours, consistent with the Cupertino Municipal Code Section 2.17.043) or budgetary resources. For additional items beyond those identified in an annual work program that would require significant amounts of budgetary and staffing-based resources, such items should be considered for inclusion in the subsequent year’s work plan, but if such an item requires earlier consideration, Council approval is required.