



## CITY ATTORNEY'S OFFICE

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## CITY COUNCIL STAFF REPORT

Meeting: September 16, 2025

### Subject

Revisions to Cupertino City Council Procedures Manual

### Recommended Action

Adopt Resolution No 25-\_\_\_\_ amending the Cupertino City Council Procedures Manual

### Reason for Recommendation and Available Options

On February 7, 2023, the City Council adopted Resolution No. 23-021, approving the Cupertino City Council Procedures Manual. The Manual includes rules and guidelines for communication, meeting management, decorum, and decision-making. The Procedures Manual was subsequently amended in March 2024 (Resolution No. 24-024) and again in March 2025 (Resolution No. 25-021).

The current version of the Cupertino City Council Procedures Manual contains most of those updates. Although during the meeting on March 18, the Mayor offered additional updates, which were not then passed.

Those additional updates are now presented here for Council consideration. They include:

- Section 4.7, requiring City commissions and committees to include a “Future Agenda Items” section to their agendas, as well as a “Tentative Council Meeting Agenda Calendar,” listings items pending to come before the commission or committee within the next 12 months.
- Section 5.3, requiring that appointments to regional bodies terminate when a new appointment takes effect, and under subsection 5.3.1, requiring Council ratification of Councilmember appointments to outside bodies.

- Section 7.1.1, requiring that each Council Agenda include a “Tentative Council Meeting Agenda Calendar” listing items pending to come before the Council within the next 12 months.
- Section 7.7, requiring written communications from members of the public or Councilmembers, received after agenda publication be included in agenda materials and made available to the public, if the sender so requests.
- Section 8.3, adding Councilmember informational memoranda to this Section’s Order of Business list.
- Section 8.4.2, further defining the process for removing items from the consent calendar.
- Section 8.5, clarifying how public speakers may combine their time during public comment.
- Section 11.2, adding a procedure by which Councilmembers may offer written memoranda for inclusion in their Councilmember Reports.

Draft Resolution No. 25-\_\_\_(Attachment A) includes the suggested amendments to the Procedures Manual. A redline comparison to the current Procedures Manual is provided as Attachment B.

Staff Recommendation

Approve the recommended actions.

Sustainability Impact

No sustainability impact.

Fiscal Impact

No fiscal impact.

City Work Program Item/Description

No.

Council Goal

No.

California Environmental Quality Act  
Not applicable.

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Prepared by: Floy Andrews, Interim City Attorney  
Reviewed and Approved by: Tina Kapoor, Interim City Manager

Attachments:

A – Draft Resolution

B – Proposed Amendments to Cupertino City Council Procedures Manual  
(redline)

C – Proposed Amendments to Cupertino City Council Procedures Manual  
(clean)