



## CITY ATTORNEY'S OFFICE

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## CITY COUNCIL STAFF REPORT

Meeting: March 19, 2024

### Subject

Revisions to Cupertino City Council Procedures Manual

### Recommended Action

Adopt Resolution No. 24-\_\_\_\_\_ amending the Cupertino City Council Procedures Manual

### Reasons for Recommendation

On February 7, 2023, the City Council approved Resolution No. 23-021, adopting the Cupertino City Council Procedures Manual. The adoption of the Procedures Manual addressed an identified deficiency in the City's governance policies, and includes rules and guidelines for communication, meeting management, decorum, and decision making.

As part of the motion to adopt Resolution No. 23-021, the City Council directed the City Attorney to return to the Council to consider potential revisions to the Procedures Manual in six months. On September 6, 2023, Council voted to table consideration of revisions to the Manual for six additional months.

On March 5, 2024, the City Council considered revisions to the Procedures Manual and directed the City Attorney to return to Council for approval of the following revisions:

- **Section 4.2:** Clarification of requirements and procedures for attendance at Council meetings by commissioners for the purpose of making commission recommendations to the City Council.
- **Section 8.3:** Revisions to the order of business, regarding Councilmember Reports.
- **Section 8.4.2:** Revisions to procedures for removing items from the consent calendar.
- **Section 8.8.3:** Revisions to procedures for Council questions and deliberations, requiring Councilmembers to reserve remaining time for further questions or deliberations.

Draft Resolution No. 24-\_\_\_\_\_ (Attachment A) includes amendments to the Procedures Manual made pursuant to Council's direction. A redline comparison to the current Procedures Manual is provided as Attachment B.

The amendments to the Procedures Manual will be effective on March 20, 2024 if Council adopts the proposed Resolution.

**Sustainability Impact**

No sustainability impact.

**Fiscal Impact**

No fiscal impact.

**California Environmental Quality Act**

Not applicable.

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Prepared by:

Christopher D. Jensen, City Attorney

Approved for Submission by:

Pamela Wu, City Manager

Attachments:

A – Draft Resolution No. 24-\_\_\_ (Amendments to Cupertino City Council Procedures Manual)

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