



DATE: 9 December 2013

AGENDA ITEM # 5

**TO:** Senior Commission  
**FROM:** Candace Avina, Staff Liaison  
**SUBJECT:** 2014 City Council Meeting Calendar

### **RECOMMENDATION:**

Assign Commissioners' attendance at 2014 Council meetings through March

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### **BACKGROUND**

The City of Los Altos Commission and Committee Handbook provides the following guidance with respect to Commissioners' responsibility for attending Council meetings.

#### Representing the Commission at Council Meetings

A member should represent each of the City Council-appointed Commissions at City Council Meetings when a Commission has an item of interest on the Council agenda. The purpose of this practice is to respond to questions from City Council members as necessary. When addressing the City Council, it is important to speak as a member of the Commission as a whole, rather than as an individual member. Should you be communicating your individual viewpoint on an issue, it is imperative that you first state that for the record. At all times Commissioners in the minority on an issue shall respect the decision and authority of the majority.

From time to time, there may be instances when the staff's recommendation on an issue may differ from that of the Commission. If this occurs, both recommendations are presented to the Council for their consideration.

### **DISCUSSION**

Staff recommends that the Commissioner assigned reviews the City Council agenda in the event that an issue or question related to the jurisdiction of the Senior Commission arises.

In the event, a Commissioner cannot attend the scheduled Council meeting, the Commissioner is to inform the staff liaison and seek a substitute Commissioner to attend in his/her absence.

Attachments:

A. 2014 City Council Meeting Attendance Assignments