



DATE: 6 April 2015

AGENDA ITEM # 8

TO: Senior Commission
FROM: Candace Avina, Staff Liaison
SUBJECT: City Council Meeting Schedule

RECOMMENDATION:

Schedule Commissioners to attend City Council meetings

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 of each Commission is assigned to represent that Commission at every regular City Council Meeting. The representative should attend the meeting when the 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 as the representative of a Commission, 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 (i.e. "I am a member of the Commission, however, I am speaking as a resident"). 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. If this occurs, staff will inform the Commission in advance of the meeting.

DISCUSSION

Staff recommends that the Commissioner assigned to the City Council meeting review the City Council agenda found on the City website. 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. 2015 City Council Meeting Attendance Assignments