



City of Santa Clara

Meeting Agenda

Senior Advisory Commission

Monday, October 20, 2025

5:00 PM

Hybrid Meeting
Santa Clara Senior Center
Room 205
1303 Fremont Street
Santa Clara, CA 95050

The City of Santa Clara is conducting the Senior Advisory Commission meeting in a hybrid manner (in-person and a method for the public to participate remotely).

Via Zoom:

<https://santaclaraca.zoom.us/j/97590069803>

Meeting ID: 975 9006 9803

Or join by phone: 669-900-6833

CALL TO ORDER AND ROLL CALL

CONSENT CALENDAR

- 1.A 25-1003** [Review and Approve the Senior Advisory Commission Minutes of August 18, 2025](#)

Recommendation: Approve the Senior Advisory Commission Minutes of August 18, 2025

- 1.B 25-1067** [Proposed 2026 Calendar of Meetings for the Senior Advisory Commission.](#)

Recommendation: The Commission makes a recommendation to the City Council to adopt the proposed 2026 calendar of meetings for the Senior Advisory Commission.

PUBLIC PRESENTATIONS

[This item is reserved for persons to address the body on any matter not on the agenda that is within the subject matter jurisdiction of the body. The law does not permit action on, or extended discussion of, any item not on the agenda except under special circumstances. The governing body, or staff, may briefly respond to statements made or questions posed, and appropriate body may request staff to report back at a subsequent meeting.]

GENERAL BUSINESS

- 2. 25-925** [Review of Meeting Procedures and Protocols, the Brown Act, and Public Records Act](#)

3. 25-924 [Senior Advisory Commission Election of Chair and Vice Chair for FY 2025/26](#)

Recommendation: Elect a Chair and Vice Chair to serve the Senior Advisory Commission for the FY 2025/26 term.

4. 25-1070 [Discuss and Develop Senior Advisory Commission Work Plan Goals and Activities for FY 2025/26](#)

Recommendation: Discuss and develop Senior Advisory Commission Work Plan Goals and Activities for FY 2025/26.

STAFF REPORT

COMMISSIONERS REPORT

ADJOURNMENT

The next scheduled meeting for Senior Advisory Commission is on Monday, November 17, 2025, at 5:00 PM.

MEETING DISCLOSURES

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision. Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. If a person wishes to challenge the nature of the above section in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Santa Clara, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

If a member of the public submits a speaker card for any agenda items, their name will appear in the Minutes. If no speaker card is submitted, the Minutes will reflect "Public Speaker."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Santa Clara will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities, and will ensure that all existing facilities will be made accessible to the maximum extent feasible. The City of Santa Clara will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities including those with speech, hearing, or vision impairments so they can participate equally in the City's programs, services, and activities. The City of Santa Clara will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Agendas and other written materials distributed during a public meeting that are public record will be made available by the City in an appropriate alternative format. Contact the City Clerk's Office at 1 408-615-2220 with your request for an alternative format copy of the agenda or other written materials.

Individuals who require an auxiliary aid or service for effective communication, or any other disability-related modification of policies or procedures, or other accommodation, in order to participate in a program, service, or activity of the City of Santa Clara, should contact the City's ADA Coordinator at 408-615-3000 as soon as possible but no later than 48 hours before the scheduled event.



City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
[@SantaClaraCity](https://twitter.com/SantaClaraCity)

Agenda Report

25-1003

Agenda Date: 10/20/2025

REPORT TO SENIOR ADVISORY COMMISSION

SUBJECT

Review and Approve the Senior Advisory Commission Minutes of August 18, 2025

RECOMMENDATION

Approve the Senior Advisory Commission Minutes of August 18, 2025

Prepared by: Jennifer Herb, Recreation Supervisor

Reviewed by: Kimberly Castro, Recreation Manager

Approved by: Damon Sparacino, Director of Parks & Recreation

ATTACHMENTS

1. Draft Senior Advisory Commission Meeting Minutes August 18, 2025



City of Santa Clara

Meeting Minutes

Senior Advisory Commission

08/18/2025

5:00 PM

Hybrid Meeting
Santa Clara Senior Center
Room 205
1303 Fremont Street
Santa Clara, CA 95050

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CALL TO ORDER AND ROLL CALL

The regular meeting was called to order by Staff Liaison Herb at 5:01 p.m.

Present 5 - Commissioner Rick Andrews, Commissioner Kris Kapadia, Commissioner Rebecca Selden, Commissioner Alma Soto (arrived at 5:03 p.m.), and Commissioner Maria Vaz

Absent 1 - Commissioner Srinivasan Manivannan

CONSENT CALENDAR

1. [25-750](#) Review and Approve the Senior Advisory Commission Minutes of February 10, 2025

Recommendation: Approve the Senior Advisory Commission Minutes of February 10, 2025

A motion was made by Commissioner Andrews, seconded by Commissioner Vaz, to approve the minutes of February 10, 2025.

Aye: 5 - Commissioner Andrews, Commissioner Kapadia, Commissioner Selden, Commissioner Soto, and Commissioner Vaz

Absent: 1 - Commissioner Manivannan

PUBLIC PRESENTATIONS

Bobbi Estrada, former Senior Advisory Commissioner welcomed the new Commissioners and encouraged them to work together for the common goal of the older adults in the Santa Clara community.

GENERAL BUSINESS

2. [25-749](#) Receive Park & Recreation Department Overview Presentation

Recommendation: Receive Parks & Recreation Department Overview presentation.

Recreation Manager Kimberly Castro provided an overview to the Parks & Recreation Department operations, programs and priorities to the Senior Advisory Commission.

3. [25-880](#) Receive a Presentation on the Senior Center Health & Wellness Program

Recommendation: Receive a Presentation on the Senior Center Health & Wellness Program. No action will be taken on this item.

Health & Wellness Coordinator Mallory von Kugelgen provided a program overview of the Health & Wellness program for the Senior Advisory Commission to educate the Commissioners about the program's services at the Santa Clara Senior Center as well as shared various resources available in Santa Clara County.

STAFF REPORT

Recreation Supervisor Jennifer Herb reported on the following:

- The Senior Center September Newsletter will be available on September 28 for memberships holders. The Newsletter is full of great resources and services available to the older adult community here in Santa Clara.
- The Ice Cream Social is Wednesday, August 20 from 11 a.m. - 1 p.m.
- The monthly BBQ is Friday, August 29 from 12 - 1 p.m.

Recreation Manager Kimberly Castro suggested that the Commissioners introduce themselves as a way to begin to get to know each other.

COMMISSIONERS REPORT

Commissioners introduced themselves and share a little about their backgrounds and interests.

ADJOURNMENT

A motion was made by Commissioner Vaz, seconded by Commissioner Soto that the meeting be adjourned in honor of former Commissioner Grant McCauley at 6:10 p.m.

Aye: 5 - Commissioner Andrews, Commissioner Kapadia, Commissioner Selden, Commissioner Soto, and Commissioner Vaz

Absent: 1 - Commissioner Manivannan

MEETING DISCLOSURES

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Agenda Report

25-1067

Agenda Date: 10/20/2025

REPORT TO SENIOR ADVISORY COMMISSION

SUBJECT

Proposed 2026 Calendar of Meetings for the Senior Advisory Commission.

BACKGROUND

City Charter Section 1003 states that each of the boards and commissions of the City shall hold regular meetings as required by ordinance. City Code Section 2.120.030 states that each board or commission shall hold regular meetings at the times and on the days indicated by resolution of the City Council, and that such resolutions may be amended from time to time by further Council resolution. In 1987, the City Council adopted Resolution No. 5195 to set the dates and times of Senior Advisory Commission (SAC) meetings (Attachment 1).

On July 9, 2024, the City Council adopted Resolution No. 24-9340 (Attachment 2) to change the day of the Commission's regular meetings to the third Monday of each month at 5 p.m. to allow for working older adults to attend more frequently. The purpose of this item is to recommend a proposed 2026 calendar of meetings for the Commission to the City Council.

DISCUSSION

It is the responsibility of the Commission to recommend an annual calendar of meetings to the City Council for adoption of an amended resolution. In accordance with past practice, should a regular meeting fall on a City holiday, the meeting is to be scheduled for the following non-holiday Monday. In 2026, Martin Luther King Jr. Holiday, President's Day Holiday, and the Monday after the Art & Wine Festival will fall on the third Monday; consequently, the proposed 2026 calendar provides for a meeting on the fourth Monday (January 26, 2026, February 23, 2026, and September 28, 2026).

Attached is the proposed 2026 calendar of meetings for the Commission's consideration (Attachment 3). This calendar includes eleven (8) meetings to be held on the third Monday of each month at 5 p.m. with three (3) meetings on the fourth Monday in January, February, and September. No meeting is proposed for the month of December.

Upon approval of a proposed calendar by the Commission, the item would move forward with a recommendation that the City Council adopt an amended resolution to set the day and time of the Commission's 2026 meetings as recommended by the Commission.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

PUBLIC CONTACT

Public contact was made by posting the Park & Recreation Commission agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

The Commission makes a recommendation to the City Council to adopt the proposed 2026 calendar of meetings for the Senior Advisory Commission.

Prepared by: Jennifer Herb, Recreation Supervisor

Reviewed by: Kimberly Castro, Recreation Manager

Approved by: Damon Sparacino, Director, Parks & Recreation

ATTACHMENTS

1. Resolution No. 5195
2. Resolution No. 24-9340
3. Proposed Senior Advisory Commission Meeting Calendar 2026

RESOLUTION NO. 5195

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA CLARA INDICATING TIMES AND DAYS FOR EACH BOARD OR COMMISSION OF THE CITY TO HOLD REGULAR MEETINGS ALL AS AUTHORIZED IN SECTION 2-91.1 OF "THE CODE OF THE CITY OF SANTA CLARA, CALIFORNIA"

SECTION 1: Each board or commission shall hold regular meetings at the times and on the days indicated below except when such day falls on a City holiday.

Board of Library Trustees	First Monday of each month at 7:30 p.m.
Civil Service Commission	Second Monday of each month at 7:30 p.m.
Cultural Advisory Commission	First Monday of each month at 7:30 p.m.
Historical and Landmarks	First Thursday of each month at 7:00 p.m.
Parks and Recreation Commission	Third Tuesday of each month at 7:30 p.m.
Planning Commission	Second and Fourth Wednesday of each month at 7:00 p.m.
Senior Citizens Advisory Commission	Fourth Monday of each month at 10:00 a.m.

SECTION 2: The meeting times and days are set by resolution pursuant to Section 2-91.1 of "The Charter of the City of Santa Clara, California", and are subject to amendment from time to time by resolution of the City Council.

SECTION 3: This resolution shall take effect upon its

adoption.

* * * *

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A
RESOLUTION PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
SANTA CLARA, CALIFORNIA, AT A REGULAR MEETING THEREOF HELD ON THE
12th day of May, 1987, by the following votes:

AYES: COUNCILORS: Ash, Deto, Lasher, Mahan, Nadler, Tobkin
and Mayor Souza

NOES: COUNCILORS: None

ABSENT: COUNCILORS: None

ABSTAINED: COUNCILORS: None

ATTEST:

J. E. BOCCIGNONE
City Clerk
City of Santa Clara

RESOLUTION NO. 24-9340

**A RESOLUTION OF THE CITY OF SANTA CLARA, CALIFORNIA,
APPROVING THE SENIOR ADVISORY COMMISSION
CALENDAR OF MEETINGS FOR 2024-2025, SETTING THE
NUMBER AND START TIME OF REGULAR SENIOR ADVISORY
COMMISSION MEETINGS, AND DELEGATING TO THE SENIOR
ADVISORY COMMISSION THE AUTHORITY TO ADOPT
FUTURE ANNUAL MEETING CALENDARS**

WHEREAS, Section 2.120.030 of the Santa Clara City Code (“SCCC”) requires City boards and commissions to hold regular meetings at the times and on the days indicated by resolution of the Council;

WHEREAS, the City Council in 1987 adopted Resolution 5195 to set the original dates and times of the Senior Advisory Commission, and on November 15, 2022 the Council adopted Resolution No. 22-9159 setting the fourth Monday of the month at 10:00 a.m. as the regular meeting date and time; and

WHEREAS, on June 24, 2024, the Senior Advisory Commission recommended the City Council revise the Commission’s meeting date and time to the third Monday of each month at 5:00 p.m.

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:

1. That the City Council hereby finds that the above Recitals are true and correct and by this reference makes them a part hereof.
2. The City Council hereby approves the revised Senior Advisory Commission Schedule of Meetings, 2024-2025 attached hereto.

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3. Subject to the foregoing, the City Council hereby delegates to the Senior Advisory Commission the authority set forth in SCCC Section 2.120.030 to establish the days and time of regular meetings. In accordance with these parameters, the Senior Advisory Commission shall adopt a Calendar of Meetings annually.

4. Effective date. This resolution shall become effective immediately.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION PASSED AND ADOPTED BY THE CITY OF SANTA CLARA, CALIFORNIA, AT A REGULAR MEETING THEREOF HELD ON THE 9TH DAY OF JULY, 2024, BY THE FOLLOWING VOTE:

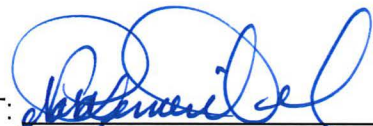
AYES: COUNCILORS: Becker, Chahal, Hardy, Jain, Park, and Watanabe and Mayor Gillmor

NOES: COUNCILORS: None

ABSENT: COUNCILORS: None

ABSTAINED: COUNCILORS: None

ATTEST:



NORA PIMENTEL, MMC
ASSISTANT CITY CLERK
CITY OF SANTA CLARA

Attachments incorporated by reference:

1. Proposed Senior Advisory Commission Meeting Schedule for FY 2024/25



Schedule of Meetings
2025 - 26

Regular meetings are typically held on the third Monday of the month, beginning at 5 p.m., in accordance with the following schedule.

Meeting Dates

October 20, 2025

November 17, 2025

January 26, 2026
Special Meeting

February 23, 2026
Special Meeting

March 16, 2026

April 20, 2026

May 18, 2026

June 15, 2026

July 20, 2026

August 17, 2026

September 28, 2026
Special Meeting

October 19, 2026

November 16, 2026



Agenda Report

25-925

Agenda Date: 10/20/2025

REPORT TO SENIOR ADVISORY COMMISSION

SUBJECT

Review of Meeting Procedures and Protocols, the Brown Act, and Public Records Act

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND

A Board, Commission and Committee Handbook is given to Senior Advisory Commissioners when they are appointed. In this handbook is a review of governance, including the Brown Act. Due to the number of new Commissioners, it was recommended that a presentation on the various governance requirements might be beneficial for the Senior Advisory Commission.

DISCUSSION

Assistant City Attorney, Jennifer Beyers, will present guidance to the Commissioners on Meeting Procedures and Protocols, the Brown Act and Public Records Act.

The purpose of this item is to help educate the Senior Advisory Commission on the requirements of these governance issues and to provide an opportunity for the Commissioners to ask questions.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

FISCAL IMPACT

There is no fiscal impact to the City other than administrative staff time.

COORDINATION

This item has been coordinated with the City Attorney's Office.

PUBLIC CONTACT

Public contact was made by posting the Senior Advisory Commission agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov or at the public information desk at any City of Santa Clara public library.

Written by: Jennifer Beyers, Assistant City Attorney, Attorney's Office

Reviewed by: Jennifer Herb, Recreation Supervisor

Reviewed by: Kimberly Castro, Recreation Manager

Approved by: Damon Sparacino, Director Parks & Recreation Department

ATTACHMENTS

1. City Council Policy 055 Council Meeting Procedures and Protocols
2. Rosenberg's Rules of Order



COUNCIL MEETING PROCEDURES AND PROTOCOLS

[Per Council Action on June 24, 2025, this Policy 055 is to be in effect for six months, from July 1, 2025 until December 31, 2025, and month to thereafter until affirmed, modified or terminated by City Council action]

PURPOSE

In General. These Council Meeting Procedures and Protocols (“Meeting Policies”) are designed to guide and facilitate the conduct of City Council meetings in a collegial, fair and effective manner that complies with the law. These Meeting Policies were developed using current City policies and practices, the principles and procedures set forth in Rosenberg’s Rules of Order, Revised 2011 (“Rosenberg’s”), and recommendations from City Councilmembers and City Staff.

Relationship to Rosenberg’s Rules of Order. In the event of any ambiguity or omission in these Meeting Policies the full text of Rosenberg’s may be referred to for guidance. In the event of any inconsistency between these Meeting Policies and Rosenberg’s, the terms of these Meeting Policies shall govern. A copy of Rosenberg’s is attached for reference.

Relationship to Other Laws. These Meeting Policies are not intended to limit the legal authority of the City Council to act on matters within its lawful jurisdiction. Accordingly, while the City Council should follow this policy, any failure to follow this policy shall not invalidate any otherwise lawful City Council action. These policies are also not intended to--and shall not--supersede any applicable meeting conduct or procedural requirements set forth in the City Charter and the Ralph M. Brown Act (“Brown Act”).

Applicability to Other City Boards, Commissions and Committees. The City Council intends for these Meeting Policies to be used not only by the City Council, but also for all City Boards, Commissions and Committees for the management of their public meetings. For that purpose, any references to the “Mayor” in this policy shall be considered references to the “Chair” for such bodies. Such bodies may adopt supplemental meeting rules and procedures provided that they are consistent with these Meeting Policies or otherwise required by law. Any proposed meeting policies by such bodies not consistent herewith or otherwise required by law must first be approved by the City Council.

POLICY

A. Mayor as Presiding Officer.

1. As provided in the City Charter, the Mayor (sometime referred to



herein as the “Presiding Officer”) shall preside at meetings of the City Council and have the authority to preserve order, enforce the rules of the City Council, and determine the order of business under the rules of the City Council. [Charter Sections 704 and 704.3(b) and (c)]

2. The responsibilities of the Presiding Officer shall include: (a) ensuring that debate and discussion of an agenda item focuses on the item and the policy in question; (b) managing public input consistent with applicable laws and policies in a fair and consistent manner that allows the efficient conduct of City business; (c) maintaining control of communication between Councilmembers and among Council, City staff and the public; (d) maintaining public and Council decorum; and (e) assuring compliance with these Meeting Policies, including making determinations on points of order. Such determinations shall be final unless overruled by a majority of the Council.
3. The Mayor shall endeavor to facilitate discussion among Councilmembers and, in general, should defer to other Councilmembers in the making of motions or seconds. That notwithstanding, the Mayor retains the right to fully participate in all Council debate, discussions and decision making.
4. If the Mayor is unavailable to preside at a Council meeting due to their absence or disability, the Vice Mayor shall assume presiding officer duties. [City Charter Section 705]

B. Process for Consideration of Agendized Items.

Council consideration of agendized items shall generally proceed as follows:

1. Mayor introduces the item.¹
2. Staff provides any comments, information, or reports, as appropriate.
3. Questions from Councilmembers of City staff².
4. Staff responses to questions.
5. Public testimony (in accordance with policies set forth below).³
6. Councilmembers engage in deliberations and then take action (in accordance with the procedures and protocols set forth below).

¹ If an item requires a public hearing, the Mayor will also open the public hearing.

² Note: This process will be managed by the Presiding Officer. Council comments at this point should be limited to questions only. Council opinions should be reserved for deliberations following input from the public.

³ If the item requires a public hearing, following public testimony, and prior to Council deliberations, the public testimony portion of the public hearing shall be closed.



C. Public Comment on Agendized and Non-Agendized Items.

1. In General. Consistent with the requirements of the Brown Act, members of the public will be given an opportunity to speak on each agendized item and during the public comment section of the meeting for non-agendized items. This includes closed session items and consent calendar items. Members of the public should direct their questions and comments to the City Council as a body; comments should not be addressed to any one member, to City staff or to the audience.
2. Time Limits. Consistent with City Council Policy 029 for agendized items, speakers will be provided two (2) minutes to make their remarks, and for non-agendized items three (3) minutes. People in attendance or on-line may elect to cede their time to another speaker. This should be coordinated in advance through the City Clerk. No speaker may commence their remarks and cede the balance of their time. The maximum amount of time aggregated in this manner shall be eight (8) minutes for agendized items, and twelve (12) minutes for non-agendized items. In circumstances where there are a large number of speakers, numerous items on the agenda yet to be heard, or items that are anticipated to be lengthy, in the interest of making sure everyone has an opportunity to speak, the Mayor may reduce the amount of time allocated to each speaker. Any such reduction shall be applied consistently to all speakers for that item.
3. One Opportunity to Speak. Once a member of the public has spoken on an agenda item, except under special circumstances (at the discretion of the Mayor), or where rebuttal testimony is expressly authorized or required (either under the City Code or applicable due process laws), that speaker shall not be afforded additional time to speak on such item.
4. Disruptive or Unruly Behavior Not Allowed. While the public may speak their opinions on City business, the presiding officer is authorized and required to maintain order and decorum consistent with applicable laws and any adopted City behavioral standards.
5. Special Rules for "Public Presentations" for Non-Agendized Items. Any public testimony relating to items not on the agenda must be presented during the time for such testimony designated on the agenda (currently entitled "Public Presentations"). Councilmembers may not deliberate or act on any matter raised



during Public Presentations, although brief questions may be posed to the speaker for clarification. Although the matter may not be acted upon, by consensus or formal vote, the matter may be referred to City staff for follow up. Depending upon the number of speakers, the remaining amount of City business to be conducted on the agenda, and other factors, the Mayor shall have the discretion to limit the total amount of time afforded speakers during the initial round of Public Presentations and to trail a second round of Public Presentations speakers until the end of the Council meeting.

D. Council Discussions and Deliberations.

1. In General. Discussion and deliberations among Councilmembers are integral to the decision-making process. These rules are designed to facilitate that process in a fair and effective manner, and to assure every member a reasonable and equal opportunity to be heard.
2. Procedures
 - a. Commencement of Deliberations. Council deliberations shall commence after the completion of public testimony. A motion for proposed action on an item is not required for Councilmember deliberations to commence. The Councilmember seeking to commence deliberations, or to make a statement regarding the item, shall first obtain recognition from the Mayor. Additional Councilmember questions of City staff (or any applicant) may also be posed at this time.
 - b. Taking Turns: If one or more Councilmembers has already spoken, all other Councilmembers wishing to speak should first be recognized and given an opportunity to speak before returning to those that have already spoken. To encourage the full participation of all members of the Council, no member or members should monopolize the discussion of the matter under consideration.
 - c. Discussions Limited to Pending Matter. Councilmembers should use their speaking time to discuss the pending matter; any extended discussions which depart from the agenda item before the Council shall be considered out of order.
 - d. Through the Mayor. Councilmembers should address



comments to the Mayor (as the Presiding Officer), not directly to other members to assist with maintaining order and civility.

3. Protocols:

- a. Discussions Should be On Topic and Focused. All discussion should be relevant to the issue before the City Council. Councilmembers should avoid diversions to unrelated topics and strive to move the discussion along. Arguments, for or against a matter, should be stated as concisely as possible. The Mayor will preside over these matters and may intervene to minimize repeated and off-topic remarks.
- b. No Personal Attacks. A motion, its nature, or consequences, may be debated vigorously. However, it is never permissible to attack the motives, character, or personality of a fellow Councilmember or staff, either directly or by innuendo. It is the duty of the Mayor to instantly rule out of order any Councilmember who engages in personal attacks.
- c. Duty to Maintain an Open Mind. It is the responsibility of each Councilmember to maintain an open mind on all issues during discussion and deliberation.
- d. Avoid Repetition. It is not necessary for all City Councilmembers to speak or give their viewpoints if another Councilmember has already addressed their concerns.
- e. Interruptions. Councilmembers shall not interrupt or otherwise disturb another Councilmember while they are speaking.

4. Mayor's Duties During Discussion. The Mayor has the responsibility of managing and expediting Council discussion and deliberations. It is the duty of the Mayor to manage compliance with all applicable procedures and protocols, keep the subject clearly before the members, discourage any extended discussion not relevant to the subject, and restate the question whenever necessary.



E. Motions, Seconds and Action

In General. No motion should be taken until after public comment is received. All motions, except nominations, require a second. The two primary categories of motions are “main motions” and “secondary motions.” A description and the procedures for these are set forth below.

Main Motion Procedures

(1) Get the Floor. A Councilmember should seek permission of the presiding officer before making a motion.

(2) State the Motion. A motion is made by a Councilmember (the “maker”) stating his or her proposal. Longer proposals can be written and read into the record.

(3) Second Required. Any other Councilmember (including the Presiding Officer) who supports the proposal (or who simply wishes it to be considered) may “second” the motion without first being recognized.

(4) Lack of a Second. If there is no second stated, the Presiding Officer should ask whether there is a second. If no Councilmember seconds the motion the motion will be considered to have “failed” for lack of second and will not be acted upon.

(5) Maker’s Right to Withdraw Motion. Prior to or during debate and discussion of a motion the maker of the motion may seek recognition from the Presiding Officer to interrupt discussions and withdraw their motion from the floor. The motion is immediately deemed withdrawn, although the Presiding Officer may ask the person who seconded the motion if they wish themselves to make the motion; any other Councilmember once properly recognized may also make the motion.

(6) Discussion of Seconded Motions. In general, the maker of a motion that has been seconded should be the first Councilmember recognized to speak on the motion. The seconder should be the second Councilmember recognized to speak on the motion. Generally, Councilmembers should speak only once with respect to a seconded motion, but there is no formal limit on the number of times a Councilmember may speak. If the Presiding Officer or Council permits any Councilmember to speak more than once on a motion, all Council members shall receive the same privilege. (See Council Discussion and Deliberations Procedures



and Protocols, above)

7) “Friendly” Amendments. Any Councilmember may propose a “friendly” amendment to a pending motion, whether such motion has been seconded or not. If the maker of the motion (and the second, if the motion has been seconded), agrees to the amendment, no formal vote shall be required by the Council for such “friendly amendment” to be substituted for the original motion.

8) Motions to Amend. Once a motion has been seconded any Councilmember may move to amend the motion. A motion to amend seeks to retain the basic motion on the floor, but to modify it in some way. If seconded, the motion to amend takes precedence over the main motion. An action on a motion to amend a motion relates only to whether to accept the proposed amendment, not on the substance of the underlying motion itself. If the motion to amend passes, the next action in order would be to act on the original motion as amended.

9) Substitute Motions. Once a motion has been seconded any Councilmember may move to make a substitute motion. Unlike a motion to amend, the substitute motion seeks to replace the main motion with something materially different. If seconded, the motion to substitute a motion takes precedence over the main motion. The initial action on a substitute motion relates only on whether to accept the proposed substitution, not on the substance of the underlying motion itself. If the motion to substitute passes, the next action in order would be to act on the substitute motion.

10) Presentation of Motion by City Clerk. Prior to any vote, the Clerk, with assistance from the City Attorney as necessary, shall present the motion under consideration so that Council members, the public and staff have a clear understanding of what they are voting on. If the proposed action is staff’s recommendation, reference can be made to staff’s presentation or the recommendation presented on the meeting agenda. If they motion includes modifications to, or is otherwise different from, staff’s recommendation, the City Clerk shall transcribe the proposed action on the voting screen and/or read the motion, as practical and appropriate.

11) Action. After discussion is complete the Council will vote on the motion under consideration. A simple majority vote of the Council (four votes) will be sufficient to adopt a motion unless otherwise required by law or this policy. (For example: City



Charter Section 1305 requires “five votes” to approve a budget amendment involving an appropriation of funds; Under this Policy a motion “Calling for the Question” requires a two-thirds vote (five votes for a seven member body like the City Council).

12) Multiple Motions. There can be up to three motions on the floor at the same time. When there are two or three motions on the floor, the vote should proceed first on the last motion that is made. (See Rosenberg’s p. 5 on the process for managing multiple motions. Such process is incorporated herein by reference.)

13) Failed Motions; Reconsideration. If a motion fails to receive the number of votes required, that motion fails. If further action is needed or desired, the Council may continue to deliberate and make another motion or motions until action is taken. Once the Council has approved a motion, no further discussion shall be made unless a motion is made for reconsideration under **City Council Policy 042**.

Secondary Motion Procedures

The Council recognizes that the following “secondary” motions may be considered while a main motion is pending. These motions shall have precedence in the order listed below. This means that a secondary motion that is higher on the list will be considered ahead of a pending secondary motion that is lower on the list:

The purpose of the allowed secondary motions is summarized in the following text.

1) Fix the time at which to adjourn. This motion sets a future time for adjournment of the meeting. (For example, “I move that this meeting should be adjourned at midnight.”) It requires a second, is amendable and is debatable but only as to the time at which the meeting is to be adjourned.

2) Adjourn. This motion ends the meeting. It can include a future date/time for reconvening the meeting but need not. If no date/time is specified, the meeting shall be adjourned to the next regularly scheduled meeting. A motion to adjourn requires a second and is not debatable except to set the date/time to which the meeting is adjourned, if applicable. A motion to adjourn shall be in order at any time, except as follows: (a) when repeated without intervening business or discussion; (b) when made as an interruption of a member while speaking; (c) when a call for the



question has been ordered; or (d) while a vote is being taken. After all items on the agenda have been considered, the Mayor may adjourn the meeting on her own initiative with consensus of the Council.

3) Take a recess. This motion interrupts the meeting temporarily. It is amendable but is not debatable.

4) Raise a question of personal privilege. This motion allows a Councilmember to address the Council on a question of personal privilege and shall be limited to cases in which the Councilmember's integrity, character or motives are questioned or when the welfare of the Council is concerned. The maker of the motion may interrupt another speaker if the Presiding Officer recognizes the "privilege." The motion does not require a second, is not amendable and is not debatable.

5) Motion to continue. This motion is used to interrupt business for more urgent business, or to defer action on a matter to a later date at the request of an applicant, City staff, or a Councilmember in order to obtain additional information or for some other stated purpose. The later date for consideration may be specified, but need not be. A motion to continue an item requires a second, is not amendable and is not debatable except, in each case, with respect to any new information that is being requested and any time/date proposed for the matter to be taken up again. It shall preclude all amendments or debate of the subject under consideration. If the motion prevails, and the subject is continued, the matter shall be re-agendized for future consideration on the terms specified or, if no terms are specified in staff's discretion.

6) Motion to table. A motion to table an item shall be governed by the same rules applicable to a motion to continue, above. A motion to table, in effect, constitutes an affirmative decision to take no action on item at the time. The motion may, but need not, include terms for when the item will be brought back for future consideration.

7) Calling the question. This motion "calls the question" by closing debate on the pending motion. A motion to "call for the question" requires a second, is not debatable and is not amendable. It applies to all previous motions on the subject unless otherwise specified by the maker of the motion. If motion to call for the question fails, debate is reopened; if a motion to call for the question passes, then a vote on the pending motion is required. A



motion to call for the question requires a two-thirds vote of those Council members present and voting. If the Presiding Officer “calls for the question” the motion on the table shall be voted on unless a motion to “extend the debate” is made and approved as provided below.

8) Limit or extend debate. This motion limits or extends the time for the Council or any Councilmember to debate a motion. It requires a second, is amendable and is not debatable. The motion requires a two-thirds vote of those Council members present and voting.

9) Refer to a City agency, body, committee, board, commission or officer. This motion sends a subject to another City agency, body, committee, board, commission or officer for further study and report back to Council, at which time the subject would be fully debated and acted upon. It requires a second, is amendable, and is debatable only as to the propriety of referring. Unless the referral relates to a matter already on the agenda, the substance of the subject being referred shall not be discussed at the time the motion to refer is made.

Recusals and Abstentions

Councilmembers must recuse themselves from participating in any Council action where they have a conflict of interest under state law. Per state law, they recusing Councilmember shall state the reason for their recusal on the record and leave the dais. In such case, the recusing Councilmembers “seat” **shall not** be counted in determining if a quorum is present for consideration of the item and their recusal shall be treated as an “abstention” neither in favor of or against the matter before them. Four affirmative votes (or more if legally required) shall still be required for Council action on such item.

Where recusal is not legally required, all participating Councilmembers should, but are not required to, vote on all matters presented for vote with respect to such item. If a Councilmember chooses to abstain on a vote for an item where they are legally authorized to participate, such Councilmember should, but is not required to, state the reason for their abstention for the record. In such case, the abstaining Councilmembers “seat” **shall** be counted in determining if a quorum is present for consideration of the item and their abstention shall be treated as an “abstention” neither in favor of or against the matter before them. Four affirmative votes (or more if legally required) shall still



be required for Council action on such item.

Meetings to End at Midnight. All Council business items for each meeting agenda are to be completed by no later than 12:00 a.m. the day the meeting commences. If at that time there are agenda items requiring Council action that have not yet been acted upon, unless an urgency is identified by staff that requires action on such item(s) either that night, or at special meeting to be scheduled, all remaining items shall be continued to the next regularly scheduled Council meeting.

F. Decorum. At all times during the Council meeting, the City Council shall maintain a professional and respectful tone during discussions and avoid personal attacks or disrespectful language. Reference should be made to the City Code of Ethics and Values Behavioral Standards for Councilmembers for additional standards for behavior and decorum.

G. Enforcement of Rules and Appeals. As the Presiding Officer of the meeting, the Mayor may raise points of order to address violations of meeting rules and make determinations regarding the application of rules and protocols. Such determinations, including where the Mayor is acting in their discretion, deserve deference, but are subject to the right of appeal. An appeal shall be initiated first by inquiry of a Council member, and if not resolved, by formal motion. The motion must be seconded and is subject to debate. If approved by a majority vote of those members present and voting, the ruling of the presiding officer is reversed. Questions regarding applicable rules or questions of interpretation may be presented to the City Attorney for input or advice. The interpretations and the application of rules to meetings shall be based on (1) the legal requirements of the Brown Act, and other applicable laws (e.g., free speech and, due process requirements, federal and state procedural requirements for certain types of actions, and City's own procedural requirements); (2) applicable rules and procedures set forth in Rosenberg's, (3) past City patterns and practices of conduct, and (4) "best practices" derived from other sources, including generally accepted practices of conduct among City Councils throughout the state.

H. Other Relevant Policies.

The following City Council Policies also provide rules relative to the conduct of City Council meetings: 029 – Time Limits for Speakers at Council; 030 - Adding an Item on the Agenda; and 042 – Reconsideration of Council Action; and City of Santa Clara Program in Ethics & Values, Behavioral Standards for Councilmembers.



Reference:

Council Policy Approved: June 24, 2025

RESOLUTION NO. 25-9462

A RESOLUTION OF THE CITY OF SANTA CLARA, CALIFORNIA, ADOPTING COUNCIL POLICY 055 “COUNCIL MEETING PROCEDURES AND PROTOCOLS”

WHEREAS, a draft of Council Policy 055, “City Council Meeting Procedures and Protocols” (“Draft Policy”) was presented to the Governance and Ethics Committee (“Governance Committee”) for their consideration on October 4, 2025 as an approach to transitioning the City from a Robert’s Rules of Order based system to a Rosenberg’s Rules of Order based system, including the incorporation of other existing City and best practices, for Council meeting management, and for use by all other City Boards, Commissions and Committees;

WHEREAS, the Governance Committee approved the Draft Policy in substantial form and directed staff to present the Draft Policy to the City Council for its consideration and adoption;

WHEREAS, City staff updated the Draft Policy and presented it to the City Council for their consideration at their June 24, 2025 City Council meeting;

WHEREAS, Council considered the Draft Policy, heard public comment, and provided direction to staff regarding any requested modifications; and

WHEREAS, such modifications included (1) the addition of a section regarding “Abstentions” on the terms outlined by the City attorney, (2) a provision that Council meetings were to end at midnight, and (3) provision that the approved policy would be in effect for a six month trial period.

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:

1. Council Policy 055, entitled “City Council Meeting Procedures and Protocols,” (“Meeting Policy”) attached here as Attachment 1, is hereby approved and adopted for a six-month trial period commencing July 1, 2025 and ending December 31, 2025 (“Trial Period Termination Date”). The Meeting Policy shall continue in effect on a month-to-month basis after the Trial Period Termination Date until otherwise affirmed, modified or terminated by vote of the City Council.

2. Staff is directed to take such other actions as are necessary to implement, post and distribute the Meeting Policy, including preparation and presentation to the City Council of any necessary modifications to the City Code to reflect the new policy.

3. Effective date. This resolution shall become effective immediately, with the Meeting Policy to go into full effect for use by the City Council and all other City Boards, Commissions and Committees upon July 1, 2025.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION PASSED AND ADOPTED BY THE CITY OF SANTA CLARA, CALIFORNIA, AT A REGULAR MEETING THEREOF HELD ON THE 24TH DAY OF JUNE, 2025, BY THE FOLLOWING VOTE:

AYES:	COUNCILORS:	Chahal, Cox, Gonzalez, Hardy, and Jain, and Mayor Gillmor
NOES:	COUNCILORS:	Park
ABSENT:	COUNCILORS:	None
ABSTAINED:	COUNCILORS:	None

ATTEST:



NORA PIMENTEL, MMC
ASSISTANT CITY CLERK
CITY OF SANTA CLARA

Attachments to be incorporated by reference:

1. Council Policy 055 entitled "Council Meeting Procedures and Protocols"



Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg



MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

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ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.

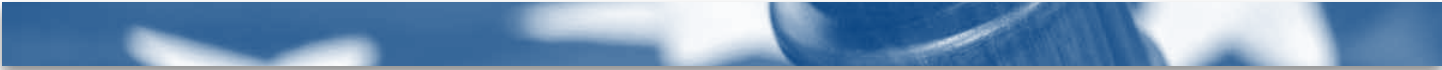


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INTRODUCTION

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:



First, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move ...”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”

The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion**, for example, “A motion at this time would be in order.”
2. **Suggesting a motion to the members of the body**, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. **Making the motion**. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”



The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

“Motions to amend” and “substitute motions” are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a “motion to amend” or a “substitute motion” is left to the chair. So if a member makes what that member calls a “motion to amend,” but the chair determines that it is really a “substitute motion,” then the chair’s designation governs.

A “friendly amendment” is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, “I want to suggest a friendly amendment to the motion.” The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be as follows:

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

Second, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

Motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

Motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

Motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.



Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion can contain a specific time in which the item can come back to the body. “I move we table this item until our regular meeting in October.” Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

Motion to limit debate. The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question” or sometimes someone simply shouts out “question.” As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a “request” rather than as a formal motion. The chair can simply inquire of the body, “any further discussion?” If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion, and proceed to it.

When a member of the body makes such a motion (“I move the previous question”), the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

NOTE: A motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, “I move the previous question,” or “I move the question,” or “I call the question,” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it’s pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the “no” votes and double that count to determine how many “yes” votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote “no” then the “yes” vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in



California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

How does this work in practice?

Here are a few examples.

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote?

Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention not to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.



Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is “no.” There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be, “point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

Order. The proper interruption would be, “point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, “return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.



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Agenda Report

25-924

Agenda Date: 10/20/2025

SUBJECT

Senior Advisory Commission Election of Chair and Vice Chair for FY 2025/26

BACKGROUND

At the beginning of each Fiscal Year (FY), the Senior Advisory Commission appoints a Chair and Vice Chair. The Chair facilitates the monthly meetings, speaks at City Council meetings when necessary, and works with the Staff Liaison on preparing the agenda. The Vice-Chair serves in these roles in the event the Chair is unavailable.

DISCUSSION

The Senior Advisory Commission may nominate individuals for Chair and Vice-Chair. Individuals nominated can either accept or decline the nomination. Commissioners then vote for candidates for each position. The Commissioner with the majority votes in each role will assume the respective responsibilities at the next regular meeting of the Commission and continue through FY 2025/26.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

PUBLIC CONTACT

Public contact was made by posting the Senior Advisory Commission's agenda on the City's official -notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Elect a Chair and Vice Chair to serve the Senior Advisory Commission for the FY 2025/26 term.

Prepared by: Jennifer Herb, Recreation Supervisor

Reviewed by: Kimberly Castro, Recreation Manager

Approved by: Damon Sparacino, Director - Parks & Recreation Department



Agenda Report

25-1070

Agenda Date: 10/20/2025

REPORT TO SENIOR ADVISORY COMMISSION

SUBJECT

Discuss and Develop Senior Advisory Commission Work Plan Goals and Activities for FY 2025/26

COUNCIL PILLAR

Enhance Community Engagement and Transparency
Enhance Community Sports, Recreational and Arts Assets
Deliver and Enhance High-Quality Efficient Services and Infrastructure

BACKGROUND

Annually, the Senior Advisory Commission has considered three to six specific, measurable, attainable, realistic, and time-bound workplan goals and/or activities for the Fiscal Year (FY). These goals are intended to focus the Commission's efforts and respond to City Council priorities within the existing budget direction and resource limitations.

The City now aims to align the Boards, Commission, and Committee (BCC's) workplan goals to the City Council goals on an annual cycle. The process aims to provide:

Clear Prioritization

Each board and commission will have a defined set of objectives, making it easier for Council to assess progress and allocate staff resources efficiently.

Enhanced Transparency

Workplans will provide greater visibility into the activities and goals of advisory bodies, fostering stronger communication and accountability.

Improved Coordination

By aligning the efforts of staff and BCC's, the workplan is intended to effectively promote enhanced collaboration on citywide initiatives.

Informed Decision-Making

With a clear roadmap of each group's priorities, the City Council will be better equipped to make decisions that support both short-term needs and long-term strategic goals.

The updated timeline for this initiative includes beginning the development of goals and objectives at the October meeting, with finalization occurring in November. Implementation of the new workplan goals and objectives is anticipated to begin in January 2026.

DISCUSSION

At the October 20, 2025, Regular Meeting, commissioners will brainstorm possible goals and

activities for the FY 2025/26 Work Plan. This discussion may include alternative goals and activities, requesting and making commissioner work assignments for the subcommittees working on each of the goals, and support activities.

The Senior Advisory Commission may choose to use these goals to guide their activities or may develop new goals and activities for FY 2025/26:

- Goal 1: Participate and advocate for older adults during community meetings related to Senior Housing developments in Santa Clara.
- Goal 2: Support and advocate for the Lawn Bowl facility and Club at Central Park.
- Goal 3: Participate and advocate for older adults during community meetings related to new or rehabilitated park projects in Santa Clara.
- Goal 4: Participate and advocate for older adults in community meeting related to safe transportation and street projects in Santa Clara.
- Goal 5: Assist in the implementation of Senior Needs Assessment survey and outreach plan Participate in the Parks & Recreation Master Plan process.
- Goal 6: Advocate for Age-Friendly accessibility in the built environment in Santa Clara.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

PUBLIC CONTACT

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RECOMMENDATION

Discuss and develop Senior Advisory Commission Work Plan Goals and Activities for FY 2025/26.

Prepared by: Jennifer Herb, Recreation Supervisor

Reviewed by: Kimberly Castro, Recreation Manager

Approved by: Damon Sparacino, Director of Parks & Recreation

ATTACHMENT

1. Draft - Senior Advisory Commission Work Plan FY 2025/26



**City of
Santa Clara**
The Center of What's Possible

SENIOR ADVISORY COMMISSION

**MUNICIPAL CODE, PRIORITIES, AND WORK PLAN
FY 2025/26**

CITY MUNICIPAL CODE

The City of Santa Clara charter includes the following sections that mandate the formation of a Senior Advisory Commission and its role.

Sec. 2.120.110 Senior Advisory Commission.

There shall be a City Senior Advisory Commission consisting of seven members to be appointed by the City Council from the qualified electors of the City, none of whom shall hold any paid office or employment in the City government, and shall have the following powers, functions, and duties:

- (a) Study, review, evaluate, and make recommendations to the City Council relative to any and all matters affecting elderly people in the City of Santa Clara.
- (b) Make such studies and submit to the Council such reports or recommendations respecting matters affecting elderly people, and such matters as the Council may from time to time request.

COUNCIL PRIORITIES

City Council priorities are organized into four Priority Areas of Focus with subcategories. The subcategories are strategic outcomes for each Priority Area of Focus.

- 1. **Excellent City Government** – Valued City Services, Reliable Funding, Well-Managed Stadium, Trusted and Engaged City Government
- 2. **Reliable Infrastructure** – Resilient and Well-Maintained Infrastructure, Accessible Transportation Options
- 3. **Outstanding Quality of Life** – Affordable Housing and Supportive Services, Safe Community, Quality Parks Programing and Cultural Amenities
- 4. **Thriving Community** – Vibrant Local Community

VISION STATEMENT

Enrich the lives and enhance the health and wellbeing of our community by supporting a vibrant, active quality of life for all ages, abilities and interests through excellent parks and recreational facilities, community services, programs, and events.

PRIORITIES

Based on the Commission charter, Council Priorities, the above vision statement, values, and context from prior years, the Commission has defined its priorities and goals for the current fiscal year. The priorities are presented in this section and the goals coming from these priorities are stated in the following section.

GOALS

Goal #1: Participate and advocate for older adults during community meetings related to Senior Housing developments in Santa Clara.

Action(s)	Ad Hoc Subcommittee	Timeline	Notes	Measurable Outcomes

Goal #2: Goal 2: Participate and advocate for older adults during community meetings related to new or rehabilitated park projects in Santa Clara.

Action(s)	Ad Hoc Subcommittee	Timeline	Notes	Measurable Outcomes

Goal #3: Participate and advocate for older adults in community meetings related to safe transportation and street projects in Santa Clara.

Action(s)	Ad Hoc Subcommittee	Timeline	Notes	Measurable Outcomes

Goal #4: Advocate for Age-Friendly accessibility in the built environment in Santa Clara.

Action(s)	Ad Hoc Subcommittee	Timeline	Notes	Measurable Outcomes

Goal #5: Assist in the implementation of Senior Needs Assessment

Action(s)	Ad Hoc Subcommittee	Timeline	Notes	Measurable Outcomes
A. Open and circulate Survey to the public B. Conduct Focus Groups in multiple languages C. Review data D. Develop Senior Needs Assessment Plan				

Goal 6:

Action(s)	Ad Hoc Subcommittee	Timeline	Notes	Measurable Outcomes