



City of Santa Clara

Meeting Agenda

Charter Review Committee

Wednesday, October 1, 2025

6:00 PM

Hybrid Meeting
City Hall Council Chambers/Virtual
1500 Warburton Avenue
Santa Clara, CA 95050

The City of Santa Clara is conducting Charter Review Committee meetings in-person and continues to have methods for the public to participate remotely or in-person.

- Via Zoom: <https://santaclaraca.zoom.us/j/86127408402>
- Webinar ID: 861 2740 8402
- By phone: +1 669 444 9171

To submit written public comment before meeting: Send email to cityattorney@santaclaraca.gov by 10 AM one day before the date of the meeting. Emails will be forwarded to Committee members and will be uploaded as supplemental meeting material.

Note: Emails received as public comment will not be read aloud during the meeting.

CALL TO ORDER AND ROLL CALL

Welcome, Swearing In Ceremony and Introductions

GENERAL BUSINESS

1. Overview of Charter Review Committee Roles, Responsibilities and Rules
--Committee Bylaws, Brown Act, Meeting Management Protocols, Public Records Act, Ethics Requirements

2. 25-1112 [Selection of Committee Chair and Vice Chair](#)

Recommendation: Follow staff's recommended process, or a similar process that provides a reasonable opportunity for all interested parties to fully participate, and select a Chair and Vice Chair of the Charter Review Committee.

3. Meeting Schedule Approval and Preview of Next Meeting

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.]

ADJOURNMENT

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.



Agenda Report

25-1112

Agenda Date: 10/1/2025

SUBJECT

Selection of Committee Chair and Vice Chair

BACKGROUND

On September 16, 2025, the City Council took action to form a Charter Review Committee (“CRC”) to assist with a comprehensive review and update of the City Charter (referred to here as the “Charter Project”). The formal action that established the CRC was the adoption of the City of Santa Clara Charter Review Committee Bylaws [Charter Project] (“CRC Bylaws”). Among other things, the adopted CRC Bylaws called for the CRC to appoint a Chair and Vice Chair to preside over CRC meetings and perform other designated functions. Such action was to occur at the first or second scheduled meeting of the CRC.

DISCUSSION

Section 3.1 of the CRC Bylaws provides as follows:

3.1 Appointment of Chair and Vice Chair. At its first or second meeting, the CRC, by majority vote, shall appoint a Chair and a Vice Chair from among its members. The Chair shall (a) act as the Presiding Officer of the CRC in accordance with the terms of City Council Policy 055 (Council Meeting Procedures and Protocols), (b) coordinate CRC meeting agendas with City staff, and (c) unless otherwise directed by a majority of the CRC, serve as the spokesperson for the CRC. If the Chair is absent or unavailable, the Vice-Chair shall perform these duties. The Chair and Vice-Chair shall serve in these roles throughout the term of the CRC.

The City has no formal written process for selection of a Chair and Vice Chair for its committees. Based on past/best practices, staff recommends the CRC conduct its selection process in the following manner:

1. Taking turns, CRC members interested in serving as Chair shall state their interest. Such statement may (but need not) include a brief explanation of why they are interested and the qualifications/qualities they possess that make them well-suited to serve in such capacity.
2. At this time, any CRC members who might not be interested themselves in serving as Chair, may nominate a fellow CRC member to serve in this capacity. Such nomination may (but need not) include a brief explanation of why they think the nominated member has qualifications/qualities that make them well-suited to serve in such capacity. In this case, the nominated member must “accept” the nomination.
3. Once all interested/willing parties have been identified (each an “Applicant” and collectively, the “Applicant Pool”), each CRC members will be invited to communicate whom they support and why.
4. The CRC will then vote on each member of the Applicant Pool. The Applicant receiving the most votes will be selected. If there is a tie among the top vote getters, there will be another round of voting on those members alone, and so on until there is one top vote getter.

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5. After the Chair is selected in this manner, the process shall be repeated for the Vice Chair.

Additional Rules:

- a. Applicants are allowed to vote for themselves.
- b. Members may (but need not) vote for more than one Applicant.
- c. At any time in the process an Applicant may withdraw their name from consideration
- d. Both non-selected applicants and non-applicants for the Chair position may be considered for the position of Vice Chair.

As an alternative, instead of choosing a Chair and Vice Chair at this meeting, by majority vote the CRC may table this matter until the second CRC meeting.

ENVIRONMENTAL REVIEW

This action does not constitute a "project" under CEQA and so no environmental review or action is required.

FISCAL IMPACT

There is no fiscal impact as a result of this decision.

PUBLIC CONTACT

Public contact was made by posting the Council 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

Follow staff's recommended process, or a similar process that provides a reasonable opportunity for all interested parties to fully participate, and select a Chair and Vice Chair of the Charter Review Committee.

Approved by: Glen R. Googins, City Attorney

ATTACHMENTS

1. City of Santa Clara Charter Review Committee Bylaws [Charter Project]

FINAL
CITY OF SANTA CLARA
CHARTER REVIEW COMMITTEE
BYLAWS
[Charter Project]

1. Committee Established. On July 15, 2025, the City Council of the City of Santa Clara (“City Council”) directed the formation of a Charter Review Committee (“CRC”) to assist with a comprehensive review and update of the City Charter (referred to here as the “Charter Project”). On September 16, 2025, the City Council took action to appoint the members of the CRC and to approve these Bylaws, thereby establishing the CRC for the purposes, and with the duties, rights and limitations, set forth herein.

2. Purposes. The purpose of the CRC is to work with City staff, with input from the community, to facilitate the implementation of the “Charter Project.” The Charter Project involves a process for comprehensive review of the City Charter to identify provisions in the Charter that should be corrected, clarified or modified for the Charter to be fully consistent with applicable state law, aligned with current best practices for City operations and, in general, easier to understand and apply. At the end of the process, the objective of the Charter Project is to produce a draft comprehensive Charter Amendment for presentation to the City Council and, if the City Council so directs, possibly the voters at the November 2026 Election.

3. Duties. To carry out its stated purposes, the CRC shall perform the following duties:

3.1 Appointment of Chair and Vice Chair. At its first or second meeting, the CRC, by majority vote, shall appoint a Chair and a Vice Chair from among its members. The Chair shall (a) act as the Presiding Officer of the CRC in accordance with the terms of City Council Policy 055 (Council Meeting Procedures and Protocols), (b) coordinate CRC meeting agendas with City staff, and (c) unless otherwise directed by a majority of the CRC, serve as the spokesperson for the CRC. If the Chair is absent or unavailable, the Vice-Chair shall perform these duties. The Chair and Vice-Chair shall serve in these roles throughout the term of the CRC.

3.2 Schedule, Attend and Participate in CRC Meetings. In accordance with a schedule approved by a majority of the CRC, CRC members shall be expected to regularly attend and actively participate in CRC meetings. In the event that a CRC member is appointed to one or more Subcommittees, the CRC member shall also be expected to regularly attend and actively participate in the meetings of such Subcommittee(s).

3.3 Solicit and Consider Public Input. The solicitation and consideration of public input is integral to the Charter Project. CRC members shall encourage stakeholders within the community to provide input to the CRC and shall work with staff to develop an outreach policy to further encourage such input.

3.4 Make a Recommendation to the City Council regarding a Comprehensive Amendment of the City Charter. To implement the Charter Project City staff will be preparing draft revisions to the City Charter for consideration and input by CRC Subcommittees and or the CRC itself. At the end of the process, the CRC will be expected to make a recommendation to the City Council on one or more proposed amendments to the City Charter. The proposed “top to bottom” review process is intended to be driven by practical and legal considerations, with the prime objective being to bring the Charter up to current “best practices” for City operations. It is not intended to

implement any major restructuring of City operations or to change the City's election process. In the end, it will be up to the Charter Review Committee to recommend, and the City Council to decide which, if any, of the proposed changes will be presented to the voters as part a comprehensive update to the City Charter. In order to coordinate with the City Council's summer meeting schedule, and to meet the timing requirements for submittals of measures to voters at the November 2026 election, the CRC shall endeavor to finalize and present its recommendation(s) to the City Council by no later than June 29, 2026.

3.5 Comply with Applicable Laws and Ethics Standards. By accepting appointment to the CRC, in the fulfillment of their duties, each member of the CRC agrees to comply with all applicable laws and the ethical standards set forth below:

- (a) While serving on the CRC, CRC members shall not make or influence a City decision involving City authority under the terms of the City Charter which will benefit the CRC member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.
- (b) No CRC member shall use his or her position on the CRC to negotiate future employment with any person or organization, receive remuneration of any kind, or obtain any other benefit or advantage.
- (c) In their conduct on the CRC, CRC members shall comply with all applicable federal, state and local laws and regulations, including the policies, procedures, rules and regulations of the City of Santa Clara. Applicable laws and regulations shall include, without limitation, the Ralph M. Brown Act governing the conduct of CRC meetings, the Public Records Act, governing public access to any public records within their possession related to their CRC duties, and the City of Santa Clara Code of Ethics and Values.
- (d) A CRC member shall place the interests of the City above any personal or business interest of the member.

4. Membership.

4.1 Composition. The CRC shall be comprised of thirteen (13) total members appointed by the City Council and selected as follows: (a) Seven (7) members selected by the City Council and Mayor representing each of the six (6) City Council Districts (selected by the City Councilmember representing that District), and one (1) "at large" position (selected by the Mayor); and (b) Six (6) members selected by lottery, to include one resident from each of the six Council Districts.

4.2 Qualifications. To be qualified, both Council-selected and lottery-selected CRC members must be registered voters and residents of the voting Districts they represent or, in the case of the Mayor's selection, the City at large. CRC members must retain such qualifications throughout their tenure. Simultaneous membership on another City Board, Commission or Committee is allowed.

4.3 Term. Except as otherwise provided herein, each member shall serve for the from the date of the first meeting of the CRC until the dissolution of the CRC. Unless otherwise directed by the City Council, the CRC shall be dissolved (30) days after CRC makes its final recommendation and report to the City Council regarding a comprehensive Charter amendment, which is scheduled to occur on or before June 29, 2026.

4.4 Removal; Vacancy. The Council may remove any Committee member for cause, which includes failure to attend two consecutive Committee meetings without reasonable

excuse or for failure to comply with the Committee Ethics Policy. Upon a member's removal, the seat shall be declared vacant. The City, in accordance with the established selection process for the subject member shall fill any vacancies on the Committee. The City shall make best efforts to fill vacancies within 45 days. Pending the filling of any vacancy or vacancies, provided there are at least seven (7) CRC seats that are filled, the CRC may proceed with the conduct of CRC business.

5. Limitations on Authority; No Compensation.

5.1 Limitation on Authority. Although City staff will be available to assist the CRC in its duties, neither the CRC nor any CRC member shall have the authority to direct City staff in any matter. Individual members of the CRC retain the right to address the City Council as an individual, however no individual CRC member shall have the authority to formally represent the CRC before the City Council, or otherwise, unless they have been authorized to do so by a majority vote of the CRC.

5.2 No Compensation. CRC members are volunteers and shall not be compensated for their services.

6. Meetings.

6.1 Frequency. The CRC shall meet as needed in order to fulfill its duties to facilitate implementation of the Charter Project. It is anticipated that the CRC may need to meet as frequently as monthly. At the end of each CRC meeting, if the next meeting has not already been scheduled, the CRC should identify their next meeting date.

6.2 Location. All meetings shall be held within the City at a location or locations to be determined.

6.3 Procedures and Protocols. The CRC shall be subject to the Ralph M. Brown Public Meetings Act of the State of California, Government Code Section 54950 et seq. (the "Brown Act"), and shall conduct its meetings in accordance with the provisions thereof. In addition, to the extent practicable, the CRC shall conduct its meetings in accordance with the City Council Policy 055 (Council Meeting Procedures and Protocols).

6.4 Voting. A majority of the number of CRC members (seven (7) members) shall constitute a quorum for the transaction of any CRC business. The affirmative vote of a majority of CRC members in attendance at any meeting shall be sufficient to take any action; provided, however, at least seven affirmative votes shall be required to make any recommendation to or request of the City Council.

6.5 Ad Hoc Subcommittees. To facilitate review and recommendations on subsections of the City Charter, the CRC may elect to form one or more Ad Hoc Subcommittees. Ad Hoc Subcommittees shall be comprised of no less than three (3) and no more than five (5) CRC members. Ad Hoc Subcommittees are not subject to the Brown Act and can meet privately, at times and locations to be determined by Subcommittee members that are mutually convenient to the members and any supporting City staff.

7. Staff Support. The City shall provide the CRC with the necessary technical and administrative assistance in furtherance of its purposes. Such support shall include: training in applicable laws and procedures (e.g., the Brown Act, the Public Records Act, Meeting Management Protocols), technical support at CRC meetings, and presentations on current challenges, shortcomings

and recommendations for revisions to the City Charter.

8. Implementing Rules; Amendment of Bylaws. If necessary, by majority vote, the CRC may adopt additional rules and procedures to facilitate CRC operations that are consistent with these Bylaws. Any proposed amendment to the Bylaws must be approved by a majority vote of the City Council.