

City of Santa Clara

Charter Review Ad Hoc Subcommittee Group 4

Boards and Commissions: Composition, Powers and Duties

March 12, 2026, 6:00 p.m.
Sparacino Conference Room



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

Proposed Meeting Agenda

- Recap of February 12, 2026 Meeting
- Presentation/discussions regarding Board of Library Trustees (BOLT)
 - Jonathan Evans, Chair
- Debrief on Planning Commission CRC Study Session on March 11, 2026
- Time permitting, review/identification of other/new issues
- Next Steps

Recap of February 12th Meeting

- **All members in attendance (Diamond, Brooks, Field, Sosinski)**
- **Meeting convened at 6:10 p.m. and adjourned at 8:08 p.m.**
- **Staff presentation included: (1) distribution of meeting minutes template, (2) recap of committee activities, and (3) an extensive presentation and solicitation of input on assigned sections, including draft language.**
- **Issues presented/discussed included:**
 - adding a requirement for adequate staff support
 - cross referencing language defining what constitutes a “vacancy” and related pros/cons of adding a “for cause” requirement for non-reappointment or removal
 - deleting language which appeared to allow “closed session” meetings contrary to Brown Act
 - pros/cons/appropriateness of adding an Ethics Commission as a Charter-required board/commission
 - eliminating (or limiting) “investigation” authority (extraordinary, not generally applicable)
 - formal input from Planning, Parks and Rec, and BLT still pending

Board of Library Trustees

- Existing Charter Sections 1012 and 1013
- Key stakeholders: The Board of Library Trustees, the City Library Director, the City Manager
- Presentation by the Board of Library Trustee Board Chair, Jonathan Evans
 - Talking Points
 - Draft Language with Annotations

Debrief on Planning Commission Study Session

- Presentation on Charter Basics and Charter Project Origins and Implementation Process/Status/End Game.
- Presentation and Discussion on Role of Planning Commission as an identified stakeholder.
- Issues to consider: does composition of 7 “qualified electors still make sense?; any need to modify list of “powers”?; thoughts on other elements of general application (e.g., process for appointment/filling vacancies, terms and attendance requirements.
- Extensive general and specific questions, especially regarding possible updates to composition/qualifications of members; they will agendaize for action at their next (April 8th) meeting.

Other Discussion Items?

- Draft Salary Setting Commission Language
- City Clerk's Appointment Process



Next Steps

- Calendar next Committee meeting
- Discuss next meeting agenda and any required actions for committee members/staff to prepare. Proposed agenda, at a minimum to include:
 - Proposed draft “final” general provisions language
 - Proposed draft Ethics Commission/Alternatives Language
 - Further stakeholder input, if available
- Responsibility for preparing and presenting report out to CRC at upcoming March 18th meeting