

City of Santa Clara, CA  
Thursday, January 15, 2026

## Title 2. Administration and Personnel

### Chapter 2.120. BOARDS AND COMMISSIONS

#### Article I. Establishment, Powers and Duties Generally

##### § 2.120.020. Powers and duties generally.

The boards and commissions of the City shall have the following general powers, duties and responsibilities in addition to those set forth in Article X of the Charter:

- (a) To establish rules and regulations governing the election of their officers, the holding of meetings and the conduct of business.
- (b) To utilize all appropriate techniques in crystallizing and testing public sentiment on major public issues in their respective fields.
- (c) To make budget recommendations.
- (d) To hold official hearings as required by law or requested by the City Council.
- (e) To advise and recommend on City policies and procedures pertinent to their respective activities and functions.
- (f) To support and adhere to all City policies promulgated by the City Council and to establish needed interim policies in the absence of the same.
- (g) To provide information and promote good public relations between the City and the general public.
- (h) To receive at least two hours of training in general ethics principles and ethics laws relevant to their public service every two years, as required by state law and the City Council.
- (i) To perform such other related functions as may be assigned to them by the City Council.  
(Formerly § 2-91; Ord. 1837 § 1, 5-6-2008; Ord. 947)

##### § 2.120.030. Meetings.

Each board or commission of the City with members thereon appointed by the City Council shall hold regular meetings at the times and on the days indicated by resolution of the City Council except when such day falls on a City holiday, and shall hold such special meetings as it may require. The times and days for holding regular meetings are subject to amendment from time to time by resolution of the City Council. A copy of the applicable resolution(s) is and will be available for public inspection in the office of the City Clerk.

(Formerly § 2-91.1; Ord. 1569 § 1, 5-26-1987; Ord. 1300 § 1, 11-12-1974; Ord. 1298 § 2, 10-15-1974)

##### § 2.120.040. Utilization of City personnel.

The various boards and commissions may utilize the services of the appropriate City departmental personnel in carrying out their respective functions, subject to the administrative control of the City Manager.

(Formerly § 2-92; Ord. 947)