



# Memorandum

**TO: RULES & OPEN GOVERNMENT  
COMMITTEE**

**FROM: TONI TABER, CITY CLERK**

**SUBJECT: REVISED RULES & OPEN  
GOVERNMENT COMMITTEE  
WORK PLAN**

**DATE: August 13, 2024**

---

## **RECOMMENDATION**

Approve the Revised Rules and Open Government Committee Work Plan for the period from July 2024 through June 2025 and setting its meeting schedule as every Wednesday at 2:00 p.m. in the City Hall Council Chambers. The agendas will be posted as the Joint Rules and Open Government Committee and Committee of the Whole.

## **WORKPLAN CONTENTS**

<p><b>RULES AND OPEN GOVERNMENT COMMITTEE WORK PLAN July 2024-June 2025</b></p>
---

**COMMITTEE MEMBERS:**

David Cohen, Chair  
Rosemary Kamei, Vice Chair  
Dev Davis, Member  
Pam Foley, Member  
Sergio Jimenez, Member

**STAFF:**

Kevin Fisher, Assistant City Attorney  
Joy Rodriguez, Assistant City Clerk  
Lee Wilcox, Assistant City Manager  
Rachelle Blattman, City Manager's Office

**MISSION STATEMENT:**

Council agenda setting; Committee agenda setting; City Auditor work plan; Commission appointments that do not require interviews by the full Council; ensuring accessible, responsive, transparent and accountable government.

**1. AGENDA:**

**A. City Council (City Clerk)**

1. Review Final Agenda
- a. Add New Items to final agenda
- b. Assign “Time Certain” to Agenda Items (if needed)
- c. Review of Notice Waiver Requests for Agenda Items or Documents (if needed)

2. Review Draft Agenda
  - a. Add New Items to Draft Agenda
  - b. Assign “Time Certain” to Agenda Items (if needed)
  - c. Review of Notice Waiver Requests for Agenda Items or Documents (if needed)

**B. Consent Calendar**

**C. Rules Committee Reviews, Recommendations and Approvals**

**D. Open Forum**

*Members of the Public are invited to speak on any item that does not appear on today’s Agenda and that is within the subject matter jurisdiction of the Committee.*

**E. Adjournment**

**2. MEETING SCHEDULE:**

- A. Approve the proposed schedule of Regular Joint Rules and Open Government Committee and Committee of the Whole meetings to be held on the following dates in San Jose City Hall, Council Chambers at 2:00 p.m.
  - August 7, 14, 21, 28
  - September 4, 18, 25
  - October 2, 9, 16, 23, 30
  - November 6, 13, 20
  - December 4, 11
  - January 8, 15, 22
  - February 5, 12, 19, 26
  - March 5, 12, 19, 26
  - April 2, 9, 16, 23, 30
  - May 7, 14, 21, 28
  - June 4, 11, 18
- B. Approve the proposed schedule of In-Lieu meetings which are held without Councilmembers and attended by City Manager, City Attorney, and City Clerk’s offices only.
  - *July 31 at 10:00 a.m.*
  - *September 11 at 10:00 a.m.*
  - *November 26 at 10:00 a.m.*
  - *January 30 at 10:00 a.m.*

**BACKGROUND**

The Rules and Open Government Committee sets the Committee’s meeting schedule on a semi-annual basis, generally following the adoption of the City Council’s meeting schedule. Based

upon the Council's meeting schedule, it is now necessary to establish the Rules Committee's meeting schedule for that period.

**PUBLIC OUTREACH**

This memorandum will be posted on the City's website for the Agenda of the August 21, 2024 Rules and Open Government Committee meeting.

**COORDINATION:**

This memorandum has been coordinated with the Offices of the City Manager and City Attorney.



TONI TABER  
City Clerk

For questions, please contact Toni J. Taber, City Clerk at 535-1260.

Attachment:  
Joint Rules and Open Government Committee and Committee of the Whole Meeting Dates

**ATTACHMENT**

<b>Joint Rules and Open Government Committee and Committee of the Whole Meeting Dates July 2024-June 2025</b>
<b>July 31 – In-Lieu Meeting; 10:00 a.m.</b>
August 7 – Regular Meeting, Council Chambers; 2:00 p.m.
August 14 – Regular Meeting, Council Chambers; 2:00 p.m.
August 21 – Regular Meeting, Council Chambers; 2:00 p.m.
August 28 – Regular Meeting, Council Chambers; 2:00 p.m.
September 4 – Regular Meeting, Council Chambers; 2:00 p.m.
<b>September 11 – In-Lieu Meeting; 10:00 a.m.</b>
September 18 – Regular Meeting, Council Chambers; 2:00 p.m.
September 25 – Regular Meeting, Council Chambers; 2:00 p.m.
October 2 – Regular Meeting, Council Chambers; 2:00 p.m.
October 9 – Regular Meeting, Council Chambers; 2:00 p.m.
October 16 – Regular Meeting, Council Chambers; 2:00 p.m.
October 23 – Regular Meeting, Council Chambers; 2:00 p.m.
October 30 – Regular Meeting, Council Chambers; 2:00 p.m.
November 6 – Regular Meeting, Council Chambers; 2:00 p.m.
November 13 – Regular Meeting, Council Chambers; 2:00 p.m.
November 20 - Regular Meeting, Council Chambers; 2:00 p.m.
<b>November 26 – In-Lieu Meeting; 10:00 a.m.</b>
December 4 – Regular Meeting, Council Chambers; 2:00 p.m.
December 11 – Regular Meeting, Council Chambers; 2:00 p.m.
<b>December 18 &amp; 25 - Regular Meetings Cancelled</b>
<b>January 1 – Regular Meeting Cancelled</b>
January 8 – Regular Meeting, Council Chambers; 2:00 p.m.
January 15 – Regular Meeting, Council Chambers; 2:00 p.m.
January 22 – Regular Meeting, Council Chambers; 2:00 p.m.
<b>January 30 – In-Lieu Meeting; 10:00 a.m.</b>
February 5 – Regular Meeting, Council Chambers; 2:00 p.m.
February 12 – Regular Meeting, Council Chambers; 2:00 p.m.
February 19 – Regular Meeting, Council Chambers; 2:00 p.m.
February 26 – Regular Meeting, Council Chambers; 2:00 p.m.
March 5 – Regular Meeting, Council Chambers; 2:00 p.m.
March 12 – Regular Meeting, Council Chambers; 2:00 p.m.
March 19 – Regular Meeting, Council Chambers; 2:00 p.m.
March 26 – Regular Meeting, Council Chambers; 2:00 p.m.
April 2 – Regular Meeting, Council Chambers; 2:00 p.m.
April 9 – Regular Meeting, Council Chambers; 2:00 p.m.
April 16 – Regular Meeting, Council Chambers; 2:00 p.m.

April 23 – Regular Meeting, Council Chambers; 2:00 p.m.
April 30 – Regular Meeting, Council Chambers; 2:00 p.m.
May 7 – Regular Meeting, Council Chambers; 2:00 p.m.
May 14 – Regular Meeting, Council Chambers; 2:00 p.m.
May 21 – Regular Meeting, Council Chambers; 2:00 p.m.
May 28 – Regular Meeting, Council Chambers; 2:00 p.m.
June 4 – Regular Meeting, Council Chambers; 2:00 p.m.
June 11 – Regular Meeting, Council Chambers; 2:00 p.m.
June 18 – Regular Meeting, Council Chambers; 2:00 p.m.