



# Memorandum

**TO: RULES & OPEN GOVERNMENT  
COMMITTEE**

**FROM: TONI TABER, CITY CLERK**

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

**DATE: June 5, 2025**

## **RECOMMENDATION**

Approve the Rules and Open Government Committee work plan for the period of August 2025 through June 2026 and set 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**

### **RULES AND OPEN GOVERNMENT COMMITTEE WORKPLAN August 2025-June 2026**

#### **COMMITTEE MEMBERS:**

David Cohen, Chair  
Rosemary Kamei, Vice Chair  
Pam Foley, Member  
Bien Doan, Member  
Domingo Candelas, 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 6, 13, 20, 27
  - September 3, 10, 17, 24
  - October 1, 8, 15, 22, 29
  - November 5, 12, 19
  - December 3, 10
  - January 7, 14, 21, 28
  - February 4, 11, 18, 25
  - March 4, 11, 18, 25
  - April 1, 8, 15, 22, 29
  - May 6, 13, 20, 27
  - June 3, 10, 17
- B. Approve the proposed schedule of In-Lieu meeting(s) which are held without Councilmembers and attended by City Manager, City Attorney, and City Clerk's offices only.
  - *November 25 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 June 11, 2025 Rules and Open Government Committee meeting.

**COORDINATION:**

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

A handwritten signature in blue ink, appearing to read "Toni J. Taber", with a stylized flourish at the end.

TONI TABER, MMC  
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 August 2025-June 2026</b>
August 6 – Regular Meeting, Council Chambers; 2:00 p.m.
August 13 – Regular Meeting, Council Chambers; 2:00 p.m.
August 20 – Regular Meeting, Council Chambers; 2:00 p.m.
August 27 – Regular Meeting, Council Chambers; 2:00 p.m.
September 3 – Regular Meeting, Council Chambers; 2:00 p.m.
September 10 – Regular Meeting, Council Chambers; 2:00 p.m.
September 17 – Regular Meeting, Council Chambers; 2:00 p.m.
September 24 – Regular Meeting, Council Chambers; 2:00 p.m.
October 1 – Regular Meeting, Council Chambers; 2:00 p.m.
October 8 – Regular Meeting, Council Chambers; 2:00 p.m.
October 15 – Regular Meeting, Council Chambers; 2:00 p.m.
October 22 – Regular Meeting, Council Chambers; 2:00 p.m.
October 29 – Regular Meeting, Council Chambers; 2:00 p.m.
November 5 – Regular Meeting, Council Chambers; 2:00 p.m.
November 12 – Regular Meeting, Council Chambers; 2:00 p.m.
November 19 – Regular Meeting, Council Chambers; 2:00 p.m.
November 25 – <b>In-Lieu Meeting; 10:00 a.m.</b>
December 3 – Regular Meeting, Council Chambers; 2:00 p.m.
December 10 – Regular Meeting, Council Chambers; 2:00 p.m.
December 17, 24 & 31 - <b>Regular Meetings Cancelled</b>
January 7 – Regular Meeting, Council Chambers; 2:00 p.m.
January 14 – Regular Meeting, Council Chambers; 2:00 p.m.
January 21 – Regular Meeting, Council Chambers; 2:00 p.m.
January 28 – Regular Meeting, Council Chambers; 2:00 p.m.
February 4 – Regular Meeting, Council Chambers; 2:00 p.m.
February 11 – Regular Meeting, Council Chambers; 2:00 p.m.
February 18 – Regular Meeting, Council Chambers; 2:00 p.m.
February 25 – Regular Meeting, Council Chambers; 2:00 p.m.
March 4 – Regular Meeting, Council Chambers; 2:00 p.m.
March 11 – Regular Meeting, Council Chambers; 2:00 p.m.
March 18 – Regular Meeting, Council Chambers; 2:00 p.m.
March 25 – Regular Meeting, Council Chambers; 2:00 p.m.
April 1 – Regular Meeting, Council Chambers; 2:00 p.m.
April 8 – Regular Meeting, Council Chambers; 2:00 p.m.
April 15 – Regular Meeting, Council Chambers; 2:00 p.m.
April 22 – Regular Meeting, Council Chambers; 2:00 p.m.
April 29 – Regular Meeting, Council Chambers; 2:00 p.m.
May 6 – Regular Meeting, Council Chambers; 2:00 p.m.
May 13 – Regular Meeting, Council Chambers; 2:00 p.m.

May 20 – Regular Meeting, Council Chambers; 2:00 p.m.
May 27 – Regular Meeting, Council Chambers; 2:00 p.m.
June 3 – Regular Meeting, Council Chambers; 2:00 p.m.
June 10 – Regular Meeting, Council Chambers; 2:00 p.m.
June 17 – Regular Meeting, Council Chambers; 2:00 p.m.