

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: August 20, 2025

To: Mayor and Town Council
From: Irene Camacho-Werby, Town Clerk/Public Information Officer
Subject: Amendment to the Town Council Rules of Meeting Conduct

Recommendation to Council:

Adopt a resolution rescinding Resolution No. 3937-24 and amending rules for the Town Council conduct of meetings.

Strategic Plan Element:

The recommended action supports the goal of Organizational Effectiveness. Goal Statement: Achieve a high performing organization by nurturing an engaged workforce committed to a shared vision of public service.

Background:

The Town operates under the Council/Manager form of government. The Council, as the legislative body, represents the entire community and is empowered under the General Law of California to formulate Town-wide policy. The Council's meeting agenda is an official working guide from which the Council conducts its business and includes current legislative and policy issues which must be reviewed by the full Council.

The Council has adopted rules of procedure for the orderly, consistent, and fair conduct of its meetings consistent with applicable law. These rules reflect the Council's accepted practices and balance the Council's policies inviting public comment with the need to manage its meetings effectively. The purpose for these rules is to promote public confidence in the Town's governance by establishing expectations for the conduct of the people's business and the opportunities for public observation and participation. The Town Council rules of conduct of meetings are reviewed on an annual basis or as needed.

Discussion:

Early this year staff continued their ongoing consultation with stakeholders within the Native community to develop a deeper understanding of the role and impact of Land Acknowledgments. With this expanded perspective, staff collaborated closely with the stakeholders to develop a Unity Statement. It has been determined that the Council supports the reading of the Unity Statement at each regular Council meeting.

Currently the section for Land acknowledgement is part of the Order of Business on the Council's Rules of Conduct of Meetings. Staff is bringing back the Rules of Conduct before the Council to update its items on the Order of Business. In addition, staff reviewed the Council's Rules of Conduct and is proposing updates to the following section: **I.G** — Attendance of Councilmembers; **I.K** — Agenda; **II.A.** Business of the Council; and **V.I.** Public Meetings.

Section I.G — Attendance of Councilmembers.

Adds text to when the vote for excusal of a second missed consecutive regular meeting by a Councilmember will take place.

Section I.K — Agenda.

Adds text to expand on the direction of when a member of Council wishing to make a comment on a consent item may do so, before the vote.

Section II.A. — Business of the Council.

Adds text to the Order of Business to allow the Council the opportunity to read a Unity Statement; Provide clarification of items that require further consideration to be taken out of order with unanimous consent of the Council; Acknowledge the Report Out of Closed Session only appears when there is a closed session following the regular meeting.

Section V.I. —Public Meetings.

Adds text to expand on the procedure for agendaizing future agenda items, including informational updates through Town Manager memorandum.

The purpose of updating these sections is to enhance flexibility, provide clear direction to staff, define specific actions, and establish a logical, easy-to-follow process for moving through agenda items during meetings.

Fiscal Impact:

The recommended action will not result in any fiscal impact.

Environmental Review:

The recommended action does not constitute a “project” within the meaning of California Environmental Quality Act (CEQA) Guidelines Section 15378 and requires no environmental review.

Attachment(s):

[1. Resolution](#)

[Exhibit A - Updated Council Rules of Conduct](#)

[2. Resolution No. 3937-24](#)

[14.5 Council Norms PowerPoint \(Distributed 2025-08-18\)](#)

Prepared by:

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Approved by:

Jon Davis

Town Manager