



Office of Racial Equity

FREE SAN JOSÉ CIVICS MASTERCLASS

At the City of San José, we firmly believe that civic participation is the cornerstone of a healthy democracy. Our free 5-part online and self-paced program is designed to equip you with the knowledge and tools needed to make a meaningful impact in your community.



COURSE INFORMATION

ONLINE
via text and video

CERTIFICATE
upon completion

LANGUAGES
English, Spanish,
and Vietnamese

COURSE TOPICS

1

**GOVERNMENT
101**

2

**PARLIAMETARY
PROCEDURES**

3

**BROWN ACT &
SUNSHINE
POLICIES**

4

**POLICY
RESEARCH &
WRITING**

5

STORYTELLING



bit.ly/SJCivics



Questions?
Contact
OfficeofRacialEquity@sanjoseca.gov



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1

MODULE

GOVERNMENT 101

An overview of the structures of government in the United States, followed by an overview of the City of San José's City Charter, form of government, legislative process, etc.



2

MODULE

PARLIAMENTARY PROCEDURES

Parliamentary procedure is the body of rules, ethics and customs of meetings of the legislative bodies and other deliberative assemblies i.e. Council, Commissioners, etc.

3

MODULE

BROWN ACT & SUNSHINE POLICES

Understand meeting rules, the public process, and the tools available to all San José residents to monitor public meetings and records.

4

MODULE

POLICY RESEARCH & WRITING

Learn to read and understand basic City Council Agendas, Memorandums, Staff Reports, etc. As well as learn to research and develop your own policy or program ideas, such as through a City Board or Commission.



5

MODULE

STORYTELLING

Finally, learn how to turn your policy idea into a compelling story that educates and inspires people to support your cause.



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