



Task Force Roles and Responsibilities

Task Force Role: Make a recommendation to the City Council on amendments to the Envision San Jose 2040 General Plan.

Task Force Responsibilities

1. Review materials provided by staff and be prepared for each Task Force meeting.
2. Regularly attend Task Force meetings. Alternates/substitutes are not permitted. Task Force members who miss more than one of the six planned meetings will be excused from the Task Force.
3. Meet the Schedule of the Four Year Review Process (attached in meeting packet).
4. Follow Task Force Ground Rules (on backside of this sheet).
5. Per the City Council direction, the Four Year Review process should be limited in scope, and the Task Force should not propose revisions to GP 2040 that would require a new Environmental Impact Report.
6. The Task Force's review is also subject to the constraints identified by the City Council and outlined in the memo from Mayor Sam Liccardo, Councilmember Chappie Jones and Council member Magdalena Carrasco dated April 10, 2015 (memo attached).
7. When a decision requires a vote of the Task Force, each member shall have one vote.



Task Force Ground Rules

1. Start and end meetings on time
2. Everybody participates
3. Be open
4. Listen actively
5. Raise your hand when you wish to speak
6. Help the group achieve desired outcomes
7. Stay focused on the topic on hand
8. Raise any issues or concerns