



## **Task Force Roles and Responsibilities**

**Task Force Role:** Make a recommendation to the City Council on amendments to the Envision San José 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 4-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 4-Year Review process has a defined scope, and the Task Force should not propose revisions to the General Plan that are not within the City Council approved scope of work.
6. 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 at hand
8. Raise any issues or concerns