City of San José
Quarterly Boards and Commissions Meeting

Boards & Commissions Staff

Toni J. Taber, City Clerk
Neelam Naidu, Deputy City Attorney
Anh Tran, Deputy City Clerk

AGENDA

10:00 a.m. | July 25, 2016 | San José City Hall Tower – 1446

I. Introductions

II. Policy 0-4 & Chapter 2.08 Amendments Update
New Proposed Voting Section in Muni Code

III. Serial Meeting Memo from the City Attorney's Office

IV. Summer 2016 Recruitment

V. Boards & Commissions Official Roster Update

VI. Boards & Commissions Annual Training – January 2017

VII. Frequent Issues

a. Office of the City Clerk and Office of the City Attorney Presentations
   Orientation Binder Table of Contents
b. AB1234 Update
c. City Issued Email Addresses
d. Creating Action Minutes
   Mina's Guide to Minute Taking
   Parlimentary Procedure at a Glance
   Rosenberg's Rules of Order, Revised
   The Art of Taking Minutes
e. What is Deemed Resigned?
   Example

VIII. Future Topics

a. "No Action" on Minutes (Example from Airport Commission)
b. Presentations and Reports on Agenda
c. Public Record on Agenda
d. Staff Recommendation Memo (Example from Parks and Recreation Commission)
e. Teleconference Rules
f. Cancelling a Regular Scheduled Meeting
g. Electronic Agenda Distribution Process

IX. Next Meeting

a. Monday, October 24, 2016 – 10:00 a.m.