



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.

October 24, 2016

San José City Hall
Tower – 1446

- I. [Introductions](#)
- II. [Council Policy 0-4 Update](#)
- III. [Fall 2016 Recruitment](#)
[Fall Recruitment Calendar](#)
- IV. **Boards & Commissions Annual Training – January 2017**
 - a. Survey Monkey: Weekday Day, Weekday Night, and Weekend Morning
- V. **Workplan & Annual Reports to Council Committees**
- VI. **Frequent Issues**
 - a. [AB1234 Ethics Training Update](#)
 - b. Brown Act Board Reminder: post twice daily at 10am and 4pm. If you are going to be late, please call us.
 - c. City Issued Email Addresses
 - d. [“No Action” on Minutes \(Example from Airport Commission\)](#)
 - e. Presentations and Reports on Agenda
 - a. Presentations posted on Agenda
 - b. Printed copy is filed with meeting records
 - f. [Board/Commission Agenda Template](#)
 - g. [Staff Recommendation Memo \(Example from Parks and Recreation Commission\)](#)
 - h. Teleconference Rules
 - a. [League of California Cities Guide \(excerpt\)](#)
 - b. [Example from San Jose City Council Meeting](#)
 - i. [Cancelling a Regular Scheduled Meeting](#)
 - j. Electronic Agenda Distribution Process (page 14 of Council Policy 0-4)
- VII. **Future Topics**
 - a. AB1825: Workplace Harassment Prevention Training
 - b. Electronic Brown Act Board
 - c. Board and Commission Web Pages and Posting Requirements
 - d. Workplan and Annual Reports
- VIII. **Next Meeting**
 - a. Monday, January 30, 2017 – 10:00 a.m. – Wing 120
 - b. Monday, April 24, 2017 – 10:00 a.m.
 - c. Monday, July 31, 2017 – 10:00 a.m.
 - d. Monday, October 30, 2017 – 10:00 a.m.