

# City of San José

## Quarterly Boards and Commissions Meeting

Boards & Commissions Staff

Toni J. Taber, City Clerk  
Neelam Naidu, Senior Deputy City Attorney  
Elaine Trinh, Deputy City Clerk

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### AGENDA

10:00 a.m.

Monday, October 30, 2017

San José City Hall

T-1446

- I. Introductions**
- II. Recruitment**
  - a. [Current Recruitment Calendar](#)
  - b. [Continued Recruitment Vacancy Flyer](#)
    - a. [Calendar](#)
- III. Boards & Commissions Annual Training**
  - a. Online Training
  - b. Next Training Dates – January 16, 2018 and January 19, 2018
- IV. Workplan & Annual Reports to Council Committees**
  - a. [List of Council Committee Designation](#)
  - b. Workplan and Annual Report
    - a. Templates – [Workplan](#) | [Annual Report](#)
    - b. [Board of Fair Campaign and Political Practices](#)
    - c. [Neighborhoods Commission](#)
- V. Frequent Issues**
  - a. [Ethics and Sexual Harassment Training Update](#)
  - b. Council Policy 0-4 – Lessons Learned
  - c. Underground Parking Rules
  - d. [Subscription to Boards and Commissions Agenda](#)
  - e. Legistar and Electronic Brown Act Board
  - f. Robert's Rules of Order and Decorum
  - g. Board and Commission Web Pages and Posting Requirements
    - a. [Website Template](#)
    - b. [By-Law Template](#)
    - c. [Agenda Template](#)
    - d. [Tracking Log](#)
  - h. [Minute Taking Training](#) - Thursday, November 16, 2017, T-1446
    - a. [Mina's Guide to Minute Taking](#)
    - b. [Parliamentary Procedure at a Glance](#)
    - c. [Rosenberg's Rules of Order – Revised](#)
    - d. [The Art of Taking Minutes](#)
- VI. Future Topics**
  - a. Electronic Brown Act Board
  - b. Recruitment Update
- VII. Next Meeting**
  - a. Monday, January 29, 2018