

San José Charter Review Commission Subcommittee Meeting Agenda & Notes [DRAFT TEMPLATE]

Drafted May 11th, 2021; Revised May 25th, 2021

Instructions

- Revise agenda as necessary and take notes in Notes section
- Before closing meeting, capture next steps and update “Topics Covered” and “Notices or Questions for Commission” sections
- Delete this Instructions section and [TEMPLATE] in document title above
- Rename document accordingly and share this report with Commission Secretary Megan Roche (megan.roche@sanjoseca.gov) by noon on the Friday before the next Commission meeting.

Meeting Details

Date/Time	
Topics Covered	
Notices or Questions for Commission	<i>[To be completed after meeting as high level summary]</i>

Meeting Agenda (90 mins)

- I. Roll call
- II. Brief update from each Commissioner on work since last Subcommittee meeting (5 mins)
- III. Review of public comment received via City Clerk’s office (10 mins)
- IV. Review of new potential topics (from Commission assignment or public comment) and revision of topic list (10 mins)
- V. Discussion of topics (45 mins)
- VI. Review of draft Recommendation Memos (if any) (15 mins)

- VII. Next steps (*5 mins*)
- A. Assignment of additional research
 - B. Drafting of Recommendation Memos

Meeting Notes

In attendance:

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Commissioner updates:

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Public comments received:

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Topic list review and revision:

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Topic discussion / review of draft Recommendation Memos:

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Next Steps:

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