

San José Charter Review Commission

Subcommittee Work Plan [DRAFT TEMPLATE]

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

Instructions

- Complete Subcommittee Details and Members section.
- Add topics to Subcommittee Topics section and update list over time, including status of review and link to draft or final Recommendation Memo.
- Update Meeting Schedule section as Subcommittee meetings are scheduled.
- Delete this Instructions section and [TEMPLATE] in document title above
- Rename document accordingly and share with Commission Secretary Megan Roche (megan.roche@sanjoseca.gov).

Subcommittee Details

Category:	<i>[Governance Structure; Voting & Elections, Policing & Municipal Law; Accountability & Inclusion]</i>
Regular Meeting Date/Time:	
Recommendations Due:	<i>See Work Plan timeline</i>

Subcommittee Members

Lead:	
Notetaker:	
Others:	

Related Documents

- Commission Work Plan
- Subcommittee Topics and Assignments
- Subcommittee Meeting Agenda & Notes Template
- Recommendation Memo Template

Subcommittee Topics

Topic Description	Topic Lead	Date Added	Status	Memo Link
<i>Brief topic #1 description...</i>				
<i>Brief topic #2 description...</i>				
<i>Brief topic #3 description...</i>				

Meeting Schedule

Meeting Date/Time	Topics On Agenda	Notes Link
