



Date: November 3, 2014

To: Parks & Community Services Board

From: Terry Smith, Assistant Director/Parks & Community Services

Subject: Board Training re Meeting Protocols and Public Meeting Requirements  
(*No Board action requested.*)

At your meeting on November 13, 2014, Matt Segal and Jessica Skelton from the Pacifica Law Group will present information regarding meeting protocols, legal requirements, and other standards that apply to meetings of City boards and commissions. This presentation is one in a series that the City Clerk's Office has organized to help each of the boards and commissions operate most effectively.

As members rotate through service on each board and commission, there is an ongoing need to refresh each commission's understanding both of the legal requirements and best practices for public meetings. Having all of the City's boards and commissions working from the same understanding also provides a common experience to the public, thereby making public meetings more predictable and accessible to the public.

Mr. Segal is a partner and Ms. Skelton an Associate with Pacifica Law Group, with strong backgrounds in municipal law, open public government, and public records. We hope that you will enjoy the training and find it helpful.

