



# MEMORANDUM

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DATE: October 2, 2012

TO: Chairman Carlson and Members of the Planning Commission

FROM: Myrna Basich, Assistant City Manager / City Clerk

SUBJECT: Presentation Regarding Meeting Protocols and Public Meeting Requirements

At the October 10, 2012, study session Matt Segal will present information to the Planning Commission regarding meeting protocols, legal requirements, and other standards that apply to meetings of City boards and commissions. This presentation is one in a series of presentations that the City Clerk's Office has organized to help each of the boards and commissions operate effectively.

Mr. Segal's presentation will cover effective public meetings as well as refreshers on Open Public Meetings Act and Public Records Act responsibilities for Council-appointed board and commission members. In addition to his presentation, Mr. Segal will facilitate a question and answer period. Staff to the Planning Commission are also invited to participate.

We encourage you to bring questions that you have about commission meetings and the city's legal requirements. This will be a great opportunity to get answers to those odd situations, such as when does a meeting lose a quorum or when does a string of emails become a "meeting"?

Any questions that you think of ahead of the meeting can be sent to staff, which will forward them to Mr. Segal allowing him to prepare responses.

As members rotate on each board and commission, there is a continual need to refresh each commission's understanding of both the legal requirements and best practices for public meetings. Working with all of the City's boards and commissions helps provide a common experience to the public, thereby making public meetings more predictable and accessible to the public.

Mr. Segal is a partner with Pacific Law Group with a strong background in municipal law, open public government, and public records. We hope that you will enjoy his presentation on the 10<sup>th</sup> and find it helpful.