

San Jose Unified School District
2002 Measure F

Citizens' Bond Oversight Committee

★ Meeting Guidelines ★

Adopted: August 5, 2002
Revised: December 16, 2002

1.0 Preamble

The purpose of the Citizens' Bond Oversight Committee ("CBOC" or "Committee") is to inform the public concerning the expenditure and uses of *2002 Measure F* bond revenues. The Committee's legal charge is to *actively* review and report on the expenditure of taxpayers' money for school construction in accordance with voter approved projects.

Further, it is the goal of the CBOC to operate in an open and professional manner, and be able to clearly substantiate each of its decisions.

2.0 Purpose of this Document

The Citizens' Bond Oversight Committee strongly desires public participation in and awareness of its proceedings. This set of Meeting Guidelines establishes a standard for advising the public of meetings, running and defining the content of meetings, which includes specific allowance for public contribution, and recording the content of meetings.

3.0 Meeting Guidelines

Each meeting of the CBOC shall consist of three phases, performed in this order: Preparing for the Meeting, Holding the Meeting, and Recording the Meeting.

3.1. Preparing the Meeting

No later than one week (7 calendar days) before the scheduled meeting date, the Secretary shall ensure that:

- A. A location has been reserved for the meeting. Unless otherwise directed, the Secretary shall strive to arrange Committee meetings at a consistent place and time.
- B. Unapproved minutes of the last meeting, boldly marked as such, have been posted to the CBOC website.
- C. Copies of documents to be discussed under Old Business have been posted to the CBOC website.
- D. Notice of the meeting, including location, time, and agenda, has been posted on the CBOC website, posted at the District Offices, and copies of the notice and agenda have been distributed to ALL branches of the City Library and to all SJUSD schools.

3.2 Holding the meeting

Immediately prior to the meeting, the Secretary will ensure that:

- A. Names of those Committee members who have given notice that they will not attend the meeting, and their reason for not attending, have been recorded. Notice must be provided to the Secretary no later than 10:00 a.m. on the day of the meeting.
- B. A sufficient number of speaker signup cards have been provided for use by the public.
- C. Hard copies of documents to be discussed under Old Business have been provided to the Committee, and sufficient copies have been provided for the public.
- D. Identifying placards have been provided for each Committee member, readable at a distance from front and back.

During the meeting the Chair shall ensure that:

- E. Meetings are conducted according to Roberts' Rules of Order (assistance in the interpretation of which may be delegated to a Parliamentarian).
- F. Flow of meetings follows the standard agenda as shown in Attachment A and described in Attachment B.

During the meeting, the Secretary shall ensure that:

- G. Accurate minutes are taken of the meeting as it is in progress.
- H. Arrivals and departures of members are recorded, with an eye to the continued existence of the quorum necessary to do business.

3.4 Recording the Meeting

Following the meeting, the Secretary will ensure that:

- A. Approved minutes of the preceding meeting are posted to the CBOC website within one week following the current meeting.
- B. Unapproved Minutes of the current meeting, boldly marked as such, are prepared and posted to the CBOC website within two weeks of the meeting.
- C. Copies of documents received by the Committee are posted to the CBOC website within two weeks of the meeting. Documents are considered 'received' only if they are part of the business covered by an action item on the meeting agenda.

4.0 Amending Meeting Guidelines

This set of Meeting Guidelines may be amended following the same rules for amending the CBOC Bylaws.

Attachment A
[Sample Agenda]

Agenda

San Jose Unified School District
2002 Measure F

Citizens' Bond Oversight Committee

August 5, 2002
5:30 p.m.

Board Room
855 Lenzen Avenue, San Jose
(District Administration Building)

All meetings of the Oversight Committee are open to the general public.

In compliance with the Americans with Disabilities Act, those requiring accommodation for this meeting should notify the District Office 24 hours prior to the meeting at (408) 535-6071.

Persons wishing to address the Committee must fill out a request-to-speak card and bring it to the Committee Secretary.

Charles Tate, Chair

Martin Cohen	Todd Elliott
Jill Escher	Dave Fadness
Dave Ferguson	Liza Ferras
Allen Rice	Fred Schorr
Helen Solinski	C. C. Su
Greg West	

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1. Call to Order
 2. Roll Call
 3. Adopt Agenda
 4. Approval of Minutes

5. Public Comment

This portion of the meeting is reserved for persons desiring to address the Committee on any matter not listed on the Agenda. At the discretion of the Chair, speakers may be limited to two minutes. The Brown Act does not permit Committee action or extended discussion of any item not on the agenda except under special circumstances. Statements that require a response may be placed on the Agenda for the next regular meeting of the Committee.

6. Consent Calendar - Items marked (*) below

Any Committee member or member of the public may request that an item be added to Consent or be pulled for discussion; unless pulled for discussion, Consent Calendar items will be approved in one vote.

6.1 Agenda Items: 7.2 and 9.1 (for example)

7. Old Business

Members of the public may address the Committee on any of these items as they arise.

7.1 Old Business Item 1

7.2 (*) Old Business Item 2

8. New Business

Members of the public may address the Committee on any of these items as they arise.

8.1 New Business Item 1

8.2 New Business Item 2

9. Reports from Committee Members and Staff

Members of the public may address the Committee on any of these items as they arise.

9.1 (*) Report 1

9.2 Report 2

9.3 Other (No action may be taken on these items)

10. Items for Future Agendas

11. Adjournment

Attachment B

[Description of Agenda for Citizens' Bond Oversight Committee]

1. Call to Order

The Chair or Acting Chair indicates that the meeting is about to begin. Committee members take their places. For the duration of the meeting, the public is asked to remain silent unless recognized by the Chair.

2. Roll Call

Roll of Committee members is called. A quorum, as defined in the CBOC Bylaws, must be present in order to conduct business.

Names of Committee members present and absent will be entered to the minutes. Names of those absent but with notice given will be marked "with notice."

3. Adopt Agenda

The agenda posted to the Web Site prior to the meeting may be amended at this point by moving items shown as Old or New Business to the Consent Calendar, or removing items from the Consent Calendar. Addition of items to the Consent Calendar requires a majority vote of the Committee.

4. Approval of Minutes

Used to approve the minutes of previous meeting(s).

5. Public Comments

This time is reserved for persons desiring to address the Committee on any relevant matter of interest to the public that is not on the printed agenda. Speakers are requested to identify themselves and indicate their topic by submitting a Request to Speak Card. If, in the judgment of the Chair, the number of speakers is such that the sum of unlimited speaking times might exceed 30 minutes, speakers, whether representing themselves or an organization, will be limited to TWO minutes. A summary of each speaker's comments and the name of the speaker will be included in the Minutes. Speakers may include documents as part of their comments.

Speakers presenting documents to the Committee MUST provide the Secretary with a copy and preferably provide a copy for each CBOC member, plus one for the CBOC records (14 copies in total). These documents will NOT be reviewed during the current meeting, but will be considered for inclusion in the agenda for the next scheduled meeting. The minutes will list all received documents.

The Committee will not act on or extensively discuss any item not on the published agenda. Statements that require a response may be placed on the Agenda for the next regular meeting of the Committee.

When all speakers have addressed the Committee, this period will be closed, OR, at the discretion of the Chair, this comment period may be ended after one hour.

6. Consent Calendar

These are items (routine reports, previously discussed topics, non-controversial matters, etc.) judged by the Chair to be ready for acceptance or approval, in one vote, without Committee discussion. Before a vote is taken, any Committee member or member of the public may request that an item added to the Consent Calendar or be pulled for discussion.

7. Old Business

These are items that have been discussed and recorded in the minutes of a previous meeting of the Committee, and require additional discussion at this meeting. Any reports necessary for discussion of the item, if not already in the Committee's possession, will have been posted to the CBOC website a week before the meeting and provided to the CBOC as hard copies for this meeting.

The public is invited to contribute input to each item of Old Business before a vote is taken. Time per speaker may be limited to TWO minutes if, in the judgment of the Chair, the sum of unlimited speaking times might otherwise exceed 15 minutes for the item being considered.

For each item of Old Business, the minutes will record the essence of Committee discussion and the language of any motion(s), and results of any vote(s).

8. New Business

These are items that are new with the current meeting of the Committee. Any reports necessary for discussion of the item will have been provided to the CBOC at the start of the meeting. Items of New Business not discussed during the current meeting will be carried forward to the next meeting as New Business.

The public is invited to contribute input to the discussion of each item of New Business. New documents will be accepted during the discussion of New Business. Time per speaker may be limited to TWO minutes if, in the judgment of the Chair, the sum of unlimited speaking times might otherwise exceed 15 minutes for the item being considered.

For each item of New Business, the minutes will record the essence of Committee discussion and the language of any motion(s), and results of any vote(s).

9. Reports

Reports from CBOC members, standing committees and ad hoc committees established by the CBOC, and from the Board and/or District staff will be made during this period. A written version of each report will be provided to the Committee and public record. Reports longer than one page will begin with a summary of their content, no longer than 150 words. This summary will be repeated in the minutes of the meeting, along with the name of the person giving the report.

By a majority vote, the Committee may require that the report be posted in full on the CBOC web site. Hard copies of reports not posted will be made available from the District for a period of 1 year after the current meeting.

10. Items for Future Agendas

This is an opportunity for the Committee or members of the public to request items for inclusion on the Agenda of the next meeting. By a majority vote, the Committee may direct the Chair to include a particular item on the agenda for the next meeting.

11 Adjournment

The meeting ends.