



TOWN OF PORTOLA VALLEY
Annual Commissions and Committees
Orientation Meeting
Monday, February 28, 2011 - 6:00 PM
Alder Room / Community Hall at Town Center
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to Order
2. Oral Communications
3. Review Committee Policies & Procedures Handbook
 - a) Application Process
 - b) The Life Cycle of a Committee Meeting packet
 - c) Brown Act
 - d) Budget Process
4. Questions / Comments
5. Adjournment

NOTE: Please bring your **Advisory Committee Handbook** to the meeting. Copies will be available if needed.