

TOWN OF PORTOLA VALLEY

<u>Annual Commissions and Advisory</u>

<u>Committees Meeting</u>

Monday, March 11, 2013 - 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) New Member Application Process
 - b) The Life Cycle of a Committee Meeting packet
 - c) Brown Act
 - d) Committee Objectives
 - e) Committee Events
- 4. Questions / Comments
- 5. Adjournment

NOTE: Please bring your Commissions and Advisory Committees Handbook to the meeting. Copies will be available.