

November 21st Commissioners' Academy

Time	Item	Trainer
8:30A	<p>Breakfast and Introductions</p> <p>Commission Introductions Each commission chair provides a 100-word description of what the commission does.</p> <p>Purpose of Academy</p> <p>Your responsibility as a commissioner:</p> <ul style="list-style-type: none"> • <i>Understand the mission of your commission</i> • <i>Be a Role Model</i> • <i>Be Informed</i> • <i>Read Agenda Materials and Be Prepared</i> • <i>Ask Questions and Evaluate the Information Presented</i> • <i>Know What is Going on in the Community</i> • <i>Attend relevant City Council Meetings</i> • <i>A Liaison Between the City Council and the Citizens</i> 	Andersson
8:45A	<p>Council / Manager / Commission Form of Government <i>Who reports to who? Review the Muni Code and Org Chart</i></p> <ul style="list-style-type: none"> • <i>You serve at the pleasure of the City Council</i> • <i>Staff members report to the City Manager, not Commissioners</i> • <i>Council makes policy; Commissions expected to execute Council policy, or recommend alternatives</i> • <i>Some commissions make policy recommendations. Those recommendations should be for the good of the whole Lafayette, not just a given neighborhood group.</i> • <i>We count on commissions to ensure a consistent application of the Council's adopted Vision for the Community</i> 	Andersson

9:00A	<p>Brown Act Refresher and Open Records Act</p> <ul style="list-style-type: none"> • Pop Quiz: Are those emails that you sent to a friend on your Gmail account about your commission meeting confidential? • Mala provides a Brown Act refresher re noticing, quorums, serial meetings, etc. 	Subramanian
9:30A	<p>Practical Tips on How to Run a Quality Meeting</p> <ul style="list-style-type: none"> • <i>Start on time</i> • <i>Stick to the agenda</i> • <i>Formula for considering items: staff report -> questions of staff -> public comments -> commission deliberation -> commission action</i> • <i>Handling difficult public and hecklers</i> • <i>Be fair but firm</i> • <i>Keep it going, and focused on the important matters. Redirect tangents and sidebars</i> • <i>Work to generate consensus on what is best for the whole Lafayette, not just who's in the room or a particular neighborhood</i> • <i>Summarize key decisions for applicants; ask staff to restate the action; make sure that decisions are clearly understood by staff and applicant</i> • <i>Thank your audience</i> 	Tatzin
10A	<p>Council / Commission Roundtable</p> <p>Observations, Scenarios, Suggestions, and Sample Questions</p> <ul style="list-style-type: none"> • <i>Are some commissions more productive than others?</i> • <i>Who sets commission goals – the commission or the Council?</i> • <i>How do you handle a commissioner with an agenda different</i> 	Council Forum

	<p><i>from the Council's or the majority of the commission?</i></p> <ul style="list-style-type: none"> • <i>Can a commissioner direct a staff member to prepare a memo or analysis, or is that reserved for the Chair? Or for the majority?</i> • <i>Should / can a commissioner advocate, or encourage others to advocate, for a project?</i> • <i>Suppose a project is approved by a commission on a split vote. Can a commissioner in the minority appeal that decision to Council? Can a commissioner in the minority lobby the Council, or encourage others, to overturn that decision?</i> • <i>Is it OK to vote against the sentiment of the majority of people in the room?</i> • <i>Should you meet with applicants and citizens offline to discuss issues?</i> 	
1045A	Break	
11:00A	Keynote Speaker: Police Update	Chief Christensen
11:30A	Commissioner Recognition	Council
Noon	Adjourn	