

NEIGHBORHOODS COMMISSION

Wednesday, August 12, 2009
San Jose City Hall
200 East Santa Clara Street
San Jose, CA 95113
Wing Room 118-119
6:30 – 9:00 p.m.

Larry Ames	Jaime Angulo	Elsie L. Aranda
Marie C. Arnold	David J. Biagini	Robert E. Boydston
Elizabeth Contreras	David D. Dearborn	Neetu Dhaliwal
Hugh Graham	Charles E. Jones	Lori L. Kahn
Melissa McCoy-Evans	Thomas. Paramo	Bruce Paynter
Russell J. Petruzzelli	Moses C. Ramirez	Alexander Ramos
Aarón R. Reséndez	Rafael Sabic	Robert Sandoval
Beth Shafran-Mukai	Hausley Silva	Judy Soito
Manuel Souza	Frank Throckmorton	Matthew Wahlin
Christopher Zhou	Vacant	Vacant

- (a) Call to Order
- (c) Approval of Minutes: July 8, 2009
- (d) Ceremonial Items
- (e) Open Forum

Members of the public are invited to speak on any item that does not appear on this agenda and that is within the subject matter jurisdiction of the Commission. Speakers are limited to 2 minutes. Please note that the Commission may not take action on issues brought forth under Open Forum, but may refer issues to staff for action at a further meeting.

- (f) Items Presented for Action
 - (1) Staff Recommendations
 - (a) District 1 Commissioner's vacancy to be filled by the First Alternate: Edwin William Brooks
 - (b) [Special Caucus to be considered to fill Neighborhoods Commission vacancy in District 9](#)
 - (c) Staff recommends that the second Wednesday of every month be the regular meeting date for the Neighborhoods Commission
 - (2) Discussion on infrastructure for the Neighborhoods Commission
 - (a) [Rules of Conduct](#)
 - (b) [Bylaws](#)
 - (c) Chair and Vice Chair

- (3) [Work Plan Development discussion](#)

- (g) Informational Items
 - (1) [Discussion on City's open government procedures](#)
 - (2) [Staff presentation on Commissioner Responsibilities](#)
 - (a) Being an Effective Commissioner

- (h) Liaison Report
- (i) Correspondence
- (j) Adjournment

To request accommodation or alternative format for City-sponsored meetings or printed materials, please call (408) 723-4114 or (408) 294-9337 (TTY) as soon as possible, but at least three business days before the meeting.

For questions, please contact Annie Gambelin at (408) 723-4114.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection in the Neighborhood Development Center, 1601 Foxworthy Avenue, San Jose, CA 95118 at the same time that the public records are distributed or made available to the legislative body.

BEING AN EFFECTIVE COMMISSIONER/ COMMITTEE MEMBER

- BE COMMITTED** - to the overall goals of your Commission/Committee and to the City. Understand your role and responsibility.

BE KNOWLEDGEABLE ABOUT:

- Your community
- City Government – who is responsible for what
- Goals, responsibilities, regulations, procedures of your Commission/Committee
- Existing policies and precedents of your Commission/Committee, the department(s) and the Council Channels of communication
- Role and responsibility of staff person(s) assigned to your Commission/Committee
- Staff time commitments, priorities, budget and personnel constraints

- BE PREPARED** - Do your homework – read, review, analyze, ask questions, clarify points with staff

ATTEND MEETINGS REGULARLY

- Be on time and stay for the whole meeting
- Advise the chairperson or staff if you are unable to attend

MAINTAIN GOOD COMMUNICATION

- With fellow Commissioners/Committee Members, Council staff and the public
- Be an attentive and courteous listener

Use “ACTIVE LISTENING”

- Be open minded – hear all points of view
- Attempt to distinguish fact from emotion or rhetoric
- Be aware of biases – your own and others

Strive for Positive Interaction

- Emphasize strengths, not weaknesses
- Make criticism positive and constructive, based on issues, not personalities

- PARTICIPATE** - In discussions and decision making, committees and special activities
- Accept responsibility – accomplishments require efforts of **all** members of the City team