

Midcoast Community Council and Pescadero Municipal Advisory Council

April 24, 2004 Workshop

Elkus Youth Ranch – Half Moon Bay

9:30am Arrival and Coffee

10am Welcome and Introductions

Expectations and Ground Rules for the Day

10:30am Internal Issues

- a. History and Role of the Advisory Councils
- b. Membership and Vacancies (absences and term limits)
- c. By-laws and Procedures
- d. Public Records Act and Record Keeping for Council and Committees
- e. Council Budget and Use of Funds

12pm Lunch

12:45pm Meeting Facilitation and Process

- a. Decision Making
- b. Protocol for Meetings
- c. Conflict Resolution

1:30pm External Issues

- a. Brown Act (including use of e-mails)
- b. Form 700 and Conflict of Interest Rules

c. Relationship with the Board of Supervisors
(to whom can opinions be represented and when)

d. Relationship with County Departments

e. County Budget Process

2:45pm Public Comment

3pm Adjourn