Mid Coast Community Council

PROTOCOL SUBCOMMIITTEE

****Next meeting: Thursday, June 25, 7:30 pm 3-O Cafe
See end of notes for agenda*****

June 11, 1998

Present: Laura Stein, David Spiselman, Mary Hobbs, Paul Perkovic,
Elisabeth Vespremi

1. CHARTER: To reflect the following concepts
a) Increase effectiveness of the MC3
streamline our meetings and our activities
balance our workloads
maintain our focus
improve decision-making process
improve or clarify the role of committees and volunteers and how they
relate to the council
maintain a desirable meeting place
define the function of the consent agenda

b) Improve communication
gather public opinion and communicate to the public
Improve interaction with pertinent agencies / districts
maintain council accessibility

David will draft a statement incorporating these ideas for the next meeting.

Co-Chairs: Laura Stein and Mary Hobbs will alternate responsibility for
meetings
Time-limited subcommittee. Finish current tasks and reconvene in future if
necessary, at the request of more than one member.   Because it is a
subcommittee no quorum is necessary, but we need to post the agendas so
that more than a quorum of MC3 members can attend..
Frequency - as often as possible until finished

2. Public Comment
Ask Joe to hold up 3-minute sign for public comments. Time limit flexible
based on content, but the chair will ask person to summarize if they seem
to not be finishing after 3-minute sign held up.
Change "end at 7:30" to "1/2 hour total at beginning of meeting, and finish
at end if some people have not spoken. " Additional time can be taken for
councilmember's announcements if necessary after the public comment time.

Allocate time on each agenda for Joe Caruso, after public comment and committee reports (don't think we agreed on how mucn time)

3. Speaker Slips
To be required, on trial basis, for public comment and agenda items. If person is a "regular" don't need to give address and phone #, but they do need to if we don't know them.

4. Agenda items
For each agenda item there will be a sponsor on the MC3, who will email the item and desired outcome for the item to the Chair by Saturday before the next meeting. The sponsor will be responsible for inviting presenters representing both (or all) significant sides of the issues, and will send those names to the chair to be listed on the agenda. The sponsor will make sure that reading materials are in the Council's boxes by the Sunday before the meeting.
Chair will post agenda by Sunday night, and members will reply by Monday nite, at which time the chair sends it out to Midcoast-L and posts it.

At meetings, the process will be: 1) presenters speak, 2) Council members ask questions, 3) Public questions, opinions, 4) Council deliberations

5. Next Agenda:

Communicating with Special Districts/ other agencies

List of agencies off the top of our heads: Sanitary Districts (2 + SAM), Fire Districts (2), Mosquito Abatement, LAFCO, Pescadero municipal Council, Harbor District, School District, MROSD, Ag Advisory, Water (2), Half Moon Bay, CCAG, CRMPs (2)

What do we need to communicate?
What's important, What affects us, What we think, Facts, What doing
How Track: Receive agendas, Have a contact who goes.

AGENDA 6/25/98

7:30, 3-Zero Cafe

Chair for this meeting: Mary Hobbs

1) Any followup to last meeting's discussions after consideration at the last MidCoast Council meeting

2) Communicating with special districts / other agences
   *Add to list already generated of agencies we should be communicating with
   *Add to list of what we need to communicate, and clarify as needed
   *Discuss general guidelines for communication
   *Develop ideas for how we can communicate with the districts at this

point
   *List current needs that we don't know how to meet to take to the next
MC3 meeting for discussion

3) Committee functioning
   *Are we clear what committees can do on their own and when they need
MC3 approval?
   *Commitee responsibility for suggesting agenda items / preparing items
for MC3 meetings
   *Are our needs being met with the current committee structure? With
our current resources?
   *How can we "flesh out" our committees and add to our volunteer base?
   * Other discussion about committee needed?

4) Next meeting / next agenda

Mary Hobbs