



San Mateo County Youth Commission

Room 100
225 37th Ave.
San Mateo, CA 94403



September 8, 2016
6:15-8:15 PM

SMCYC ORIENTATION

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|---|---------------|
| 1. Call to Order | 1 min |
| 2. Public Comment
Members of the public may address the commission on youth related issues and concerns that are not currently on the agenda. Please complete a Request Form found in the front entry, hand it to one of the Youth Commission Chairs, and limit your remarks to two minutes. The public is welcome to speak on Agenda Items throughout the meeting. | 10 min |
| 3. Approve Agenda | 1 min |
| 4. Introductions & Icebreakers
Short introductions
“Speed Dating” get-to-know-you | 10 min |
| 5. Develop Group Agreements and Norm Setting | 15 min |
| 6. Overview of the Youth Commission – Executive Committee
Responsibilities and requirements
Bylaws | 30 min |
| 7. BREAK | 5 mins |
| 8. Calendaring
Upcoming meetings, reminders, and Google Calendar | 5 mins |
| 9. Brown Act Overview
Guidelines and rules for local legislative bodies | 15 min |
| 10. Rosenberg’s Rules of Order
How to run a meeting and a short roleplay | 15 min |
| 11. Questions and wrap-up | 5 min |
| 12. Adjournment | 1 min |

Next Workgroup Meeting September 15, 2016
Next Public Meeting: September 22, 2016