Meeting called to order by ____________ at __________ p.m.

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL**

<table>
<thead>
<tr>
<th>Committee Members</th>
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<tbody>
<tr>
<td>Leticia Covarrubias</td>
<td>_____</td>
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<tr>
<td>Henry Huang</td>
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<tr>
<td>Charlie Klinakis</td>
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<td>Savina Low</td>
<td>_____</td>
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<td>Joe Moore</td>
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<td>Neal Noborio</td>
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<td>Luis Perez</td>
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<td>Olivia Roberts</td>
<td>_____</td>
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<td>Reina Schmitz</td>
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<td>Margarita Sudjono</td>
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<tr>
<td>Adria Ybarra</td>
<td>_____</td>
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Ms. Annie Bui

**I. AGENDA REVIEW AND RE-ORDER**

**ACTION**

Moved by __________
Seconded by ______
Vote: Yes ______
No _____
Abstain _____

**II. REQUEST TO SPEAK TO AGENDA**

**COMMUNICATIONS**
(NON-AGENDA) ITEMS
This is the appropriate point in the agenda for those present to speak to any item on the agenda, and those who wish to speak to any item of concern not on the agenda (no action will be taken at this time).

III. APPROVAL OF MINUTES FROM THE PREVIOUS MEETING – NONE

IV. WELCOME AND INTRODUCTION DISCUSSION ONLY
   A. Introductions

V. ROLE AND RESPONSIBILITY OF THE COMMITTEE DISCUSSION ONLY
   A. Brown Act Training
   B. Bylaw Training

VI. REVIEW OF NORMS DISCUSSION ONLY
NORMS
• Keep all comments and discussions focused to the issue at hand.
• Be prompt.
• Everyone’s opinion is important. Please be respectful.
• Work towards consensus on all issues.
• All cell phones should be set to vibrate.
• Everyone who comes to speak to this committee should be able to express his or her opinion openly and freely.
• Time Limit for Meetings = 1 ½ - 2 hours approximate

VII. ELECTION OF OFFICERS ACTION
   A. Chair
   B. Vice Chair

VIII. MEETING SCHEDULE ACTION
   Moved by ________

Page | 2
IX. CONTACT INFORMATION

X. IDENTIFY POINTS OF DISCUSSION FOR UPCOMING MEETING

XI. ADJOURN

Moved by ______
Seconded by ______
Vote: Yes ______
No ______
Abstain ______

Seconded by _____
Vote: Yes ______
No ______
Abstain _____