**Board & Commission Policy Overview and**

**Meeting Room Decorum Training**

**August 27, 2013**

1. Agenda
	1. [Format/Template](1a%20Agenda%20Format.doc)
	2. [Meeting Notice Procedure/Checklist](1b%20Meeting%20Notice%20Procedure%20REV%20Nov%202012.doc)
	3. [Open Meetings Act](1c%20TML_Open_Government_Training_TOMA_revised%20020406.ppt)
		1. Notice Requirement
		2. Designated Location
		3. Consent Items vs. Regular/Discussion Items
		4. Executive Session Items
		5. Violation of Open Meetings Act
			1. Discussion of items once meeting adjourned
			2. Public Comment vs. Agenda items
	4. Available Resources
		1. Open Meetings Act at a Glance/TML
		2. [City Council Minutes on Web](http://www.sanangelotexas.us/index.asp?Type=B_BASIC&SEC=%7b4C837B2B-688F-47C8-AC65-3A359D5779E1%7d)
		3. [Ordinances & Resolutions on Network](file:///O%3A%5C)
		4. [Adopting Rules of Procedure](1eiv%20CC%20Rules%20of%20Procedures.doc)
		5. [Board Member Handbook](1ev%20Board%20Handbook%20wSummaries.doc)
		6. [Code of Ethics Policy](1evi%20Code%20of%20Ethics%20Policy%20and%20Member%20Stmt%20Eff%203-11-08%20REV%206-17-08.pdf)
		7. [Parliamentary Rules – Simplified](1evii%20RSHS-Parlimentary%20Procedures%20Simplified.pdf)
		8. [Parliamentary Rules – Cheat Sheet](1eviii%20RSHS-Parliamentary-Procedures-Cheat-Sheet1.pdf)
2. Meeting Decorum
	1. Rules and Procedures
	2. Consideration of participants and public’s time
3. Meeting Technology Needs
	1. Security Breach of City Network & Equipment
	2. Do not assume technology capabilities
		1. Flashdrive/DVD/CD
	3. Powerpoint presentations
		1. [Templates](2c%20COSA%20PP%202011.pot)
		2. Required approval by Public Information staff
		3. Deadline to submit presentation
4. Government Access Channel/Public Information/Website/Social Media
	1. [Media Training](4a%20Media%20Tips%20handout.docx)
	2. Professional Appearance
	3. Microphone
5. [Meeting Protocol](5%20Board%20meeting%20protocol.doc)