Effective Meetings

Boards and Commissions

Tanya Beat
3/3/2022
Meeting Basics

COUNTY OF SAN MATEO
COMMISSION ON THE STATUS OF WOMEN

AGENDA
Tuesday, May 28, 2019
San Mateo County Office Building
455 County Center, Redwood City - Room 101 (first floor)
6:30 PM

ITEM                          PERSON RESPONSIBLE      TIME
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1. Call to Order             Anisha Weber, President      6:30pm
2. Roll Call                 Anisha Weber, President      6:30pm
3. Public Comment is an opportunity for members of the public to address the commission on any topic that is not on the agenda. If your subject is not on the agenda, the President will recognize you at this time. Speakers are customary limited to two minutes. (speaker cards are not required)

Anisha Weber, President      6:32pm

4. Approval and Adoption of Agenda - (Action) Anisha Weber, President      6:35pm
5. Approval of April Minutes - (Action) Anisha Weber, President      6:36pm
6. Living the Mission & Vision - (Discussion) Manoufou Liaiga-Anapo, Vice President      6:37pm
7. County of Santa Clara Commission on the Status of Women - (Presentation) Shay Franco-Clausen, Chair      6:42pm
8. Report from Commission President - (Update) Anisha Weber, President      7:20pm
   • Present the Google Sheet Timeline Tracker
9. Report from Commission Director - (Update) Tanya Beat, Director      7:25pm
   • Community Collaboration for Children’s Success Initiative – Shireen Malekiafull, Public Health
10. CSW Workplan - (Discussion) ALL      7:30pm
   • Share Out SMART Workplan: Goals, objectives, timelines

11. Work Groups / Project - (Update)
   • Community Conversations
   • Women’s Leadership Conference / Women’s Hall of Fame
   • Dana Linda, Anya Drakkin

   Anya Drakkin, Dana Linda, Rebecca Osuna

   8:10pm

12. Announcements
   • Youth Commission updates - Monique Ray

   ALL

   8:25pm

13. Adjournment

   Anisha Weber, President

   8:30pm

The Commission on the Status of Women Group agree to arrive on time/start on time, take turns speaking; speak loud enough for everyone to hear; be courteous of other opinions; listen to hear a different perspective than your own; mute phones; allow the chair to guide the process; Chair will check in about remaining time at 8:15 PM.

Public records that relate to any item on the open session agenda for a regular or special meeting of the Commission on the Status of Women are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Commission. Those public records are available for public inspection at the Human Resources office located at 455 County Center, 5th floor, Redwood City, CA 94063 by appointment. The documents are also available to be sent electronically by emailing tbeat@smgov.org or calling 650-363-4467.

In compliance with the California Government Code and the Americans with Disabilities Act: The meetings of the Commission on the Status of Women are accessible to Individuals with disabilities. Contact Tanya Beat at (650) 363-4467, or at tbeat@smgov.org as soon as possible prior to the meeting, if (1) you need special assistance or a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in this meeting; or (2) you have a disability and wish to receive the meeting notice, agenda packet or other writing that may be distributed at the meeting in an alternative format. Notification in advance of the meeting will enable the Commission on the Status of Women to make reasonable arrangements to ensure full accessibility to this meeting and the materials related to it.
Agenda Setting

- Two weeks before Meeting
- Outstanding Agenda Items
- Milestones for the Year
- Draft, Discuss, Assignments
Rosenberg’s Rules of Order

• Simplified version of Robert’s Rules
• Provides structure & process
• Chair, Vice-Chair Facilitates