1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

   3-1. January 24, 2011.

4. PUBLIC COMMENT

   For persons desiring to address the Committee on an item that is not on the agenda please note that each speaker is limited to three (3) minutes. The Brown Act limits the Committee’s ability to take and/or discuss items that are not on the agenda; therefore, such items are normally referred to staff for comment or to a future agenda.

5. DISCUSSIONS AND POSSIBLE ACTION ON MATTERS RELATED TO THE FOLLOWING ITEMS:

   5-1. Procedure for minute taking. Selecting an option from rotating duty, non-rotating informal duty, adding to the Vice Chair’s duties, appointing a Secretary, or some other approach. (10 minutes)

   5-2. Election of Vice Chair. (5 minutes)

   5-3. Follow-up on Commissioner, Committee and Board Member training on January 31st, on lessons learned, ideas for changing protocols or procedures and any other information needed. (10 minutes)

6. DISCUSSION ON MATTERS RELATED TO THE FOLLOWING ITEMS:

   6-1. Discuss a plan for and initial observations regarding a thorough review of Charter. (20 minutes)

7. ANNOUNCEMENTS/COMMUNICATIONS

   7-1. Letter of appreciation from the city to Evan Flavell and from Charter Review to Bart Grossman.

8. FUTURE AGENDA ITEMS

   (Committee Member announcement of requests for future agenda items. No public comment will be taken on announcement of future agenda items).

9. ADJOURNMENT

Please note that if you provide your name and address when speaking before the Commission/Committee/Board it will become part of the official public record, which will be posted on the Internet.

Any writings or documents provided to a majority of the Committee regarding any item on this agenda will be made available for public inspection at the City Clerk’s Office at City Hall located at 1000 San Pablo Avenue, Albany during normal business hours.