

CITY OF WEST HOLLYWOOD
WOMEN'S ADVISORY BOARD
MEETING AGENDA

*To comply with the Americans with Disabilities Act of 1990, if you require special assistance to attend or participate in this meeting, please call the City Council office 24 hours prior to the meeting at 323-848-6460.
The City's TTY for the hearing impaired is (323) 848-6496.*

THURSDAY, July 26, 2007 at 7:00 p.m.

Location: Community Conference Room
West Hollywood City Hall
8300 Santa Monica Blvd.
West Hollywood, CA 90069

- I. CALL TO ORDER: (5 min)**
A. Administer the Oath of Office to newly appointed and re-appointed Boardmembers
B. Roll Call
- II. ITEMS FROM THE PUBLIC:**
The public is given the opportunity to address the Women's Advisory Board on any item within its responsibility. At the discretion of the Advisory Board, speakers may be limited to three minutes each. Comments and information from the public are to be received by the Board but are not discussion items. The Board may choose to consider an item from the public at a future Board meeting for discussion purposes, at which time the item will appear on a legally noticed agenda.
- III. BOARDMEMBER TRAINING & ORIENTATION: (75 min)**
A special study session facilitated by staff to review important information for advisory boardmembers regarding responsibilities, procedures and meeting guidelines.
- 1. Boardmember Responsibilities & Code of Conduct**
 - 2. Meeting Decorum**
 - 3. Brown Act**
 - 4. By-Laws**
 - 5. Parliamentary Procedure**
 - 6. Board Processes & Procedures**
 - 7. Overview of Board Mission/Goals/Programming/Workplan**

IV. UNFINISHED BUSINESS:

A. Subcommittee Reports

Updates from ad hoc subcommittees.

1. West Hollywood Book Fair, September 30, 2007 (5 min)

Update report regarding plans for the Board's participation in the book fair.

Recommendation: Review and discuss.

B. West Hollywood Women's Leadership Conference 2008 (5-min)

Brief update from staff regarding next year's women's leadership conference sponsored by the City of West Hollywood

Recommendation: Receive and file.

V. ITEMS FROM THE BOARD:

(5 min)

Brief remarks from Advisory Board members

VI. ITEMS FROM THE STAFF:

(2 min)

Staff will update the Women's Advisory Board on issues within the Board's purview.

1. Annual Congress of Commissions and Boards: Saturday, October 13, 2007.

VII. ADJOURNMENT:

The Women's Advisory Board will adjourn to their next regular meeting at 7pm on

August 23, 2007 in the Community Conference Room at City Hall, 8300 Santa Monica Blvd., West Hollywood, CA 90069.