



COMMISSION NAME **REGULAR MEETING AGENDA**

Day, Month Date, Year

Time

Meeting Location

Commission Members:

Chair XXX, Vice-Chair XXX, Commissioner XXX, Commissioner XXX, Commissioner XXX,
Commissioner XXX, Commissioner XXX, Commissioner XXX

This meeting will be conducted in a hybrid model with both in-person and virtual attendance. Attend this meeting remotely using **Zoom <<INSERT ZOOM LINK>>**. To request to speak, use the “raise hand” function in Zoom. To join by phone: Dial **1-669-254-5252** or **1-833-568-8864 (Toll Free)** and enter **Meeting ID: XXX XXX XXXX**. To provide public comment, Press *9 and wait to be recognized by the Chair. To submit a written communication for the public record, email **XXX@berkeleyca.gov**.

This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953. Any member of the public may attend this meeting, however, if you are feeling sick, please do not attend the meeting in person. Questions regarding this matter may be addressed to **<<insert Secretary phone and email.>>**

Roll Call

Public Comment on Non-Agenda Matters

Minutes for Approval

Draft minutes for the Commissions consideration and approval.

- Minutes of <<Meeting Date>>**
From: Commission Secretary
Recommendation: Approve the draft minutes of the <<meeting date>>.

Chairperson's Report

The Commission Chair may make announcements or provide information to the Commission in the form of an oral report. The Commission will not take action on such items but may request the items be placed on a future agenda for discussion.

Commission Action Items

*The public may comment on each item listed on the agenda for action as the item is taken up. Following review and discussion of the items listed below, the Commission may continue an item to a future Commission meeting. **No Action can be taken on items that are not noticed on the published agenda.***

2. <<Agenda Item #2 Title>>

From: <<Council, Commission, Staff, etc.>>

Recommendation: <<The agenda must be clear on what action, if any, may be taken on an item. Use the 20-word guideline (never use acronyms) when writing the recommendation. Agendas must have enough information to enable members of the public to determine the general nature of subject matter of each agenda item to be discussed. No action can be taken on items that are not noticed on the published agenda>>

3. <<Agenda Item #3 Title>>

From: <<Council, Commission, Staff, etc.>>

Recommendation: <<The agenda must be clear on what action, if any, may be taken on an item. Use the 20-word guideline (never use acronyms) when writing the recommendation. Agendas must have enough information to enable members of the public to determine the general nature of subject matter of each agenda item to be discussed. No action can be taken on items that are not noticed on the published agenda>>

Presentations

4. << Title>>

From: <<Council, Commission, Staff, etc.>>

Information Items

5. << Title>>

From: <<Council, Commission, Staff, etc.>>

Committee Updates

Items for Future Agendas

These items are not scheduled for discussion or action at this meeting. The Commission may schedule these items to the Action Calendar of a future Commission meeting.

- **Requests by Commission members to add items to the next agenda**

Adjournment

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*Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. Please note: E-mail addresses, names, addresses, and other contact information are not required but, if included in any communication to a City board, commission, or committee, will become part of the public record. If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission, or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission, or committee for further information.*

*Any writings or documents provided to a majority of the commission regarding any item on this agenda will be made available for public inspection at <<insert Department Name>> located at <<insert address >>.*



**COMMUNICATION ACCESS INFORMATION:**

This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at [ada@berkeleyca.gov](mailto:ada@berkeleyca.gov), (510) 981-6418 (V), or (510) 981-6347 (TDD) at least three business days before the meeting date. Attendees at public meetings are reminded that other attendees may be sensitive to various scents, whether natural or manufactured, in products and materials. Please help the City respect these needs.

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I hereby certify that the agenda for this meeting of the Berkeley City Commission was posted at the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way, as well as on the City's website, on <<insert publishing date>>.

SECRETARY SIGNATURE
Secretary Name, Secretary

Communications

You may list the communications received from the public here (optional).