



## City of Portland Ad Hoc Committee Agenda

Location, Date, etc.

1. Call the Meeting to Order

a. You are invited to a Zoom webinar.

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When: Oct 25, 2021 03:00 PM Eastern Time (US and Canada)

Topic: Charter Commission Departments Committee

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/82198786110?pwd=ZnZZNFhLMzRyU2VVbWhjQmNabFNZZz09>

Passcode: 093720

Or One tap mobile :

US: +13017158592,,82198786110#,,,,\*093720# or

+13126266799,,82198786110#,,,,\*093720#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or +1 346 248 7799 or +1 720 707 2699

Webinar ID: 821 9878 6110

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International numbers available: <https://us06web.zoom.us/j/82198786110?pwd=ZnZZNFhLMzRyU2VVbWhjQmNabFNZZz09>

2. Elect Chair , Vice Chair , Secretary

a. i Elect officers and decide whether to take detailed notes and minutes, or just bare-bone minutes.

ii NB: Maine's Freedom of Access Act requires that a record be kept of public meetings. 13 MRS subsection 403. The "record" must include the date, time and place of the proceeding, the members present, and all motions and votes taken. An audio or video or electronic recording satisfies the record requirement. See a copy of the relevant law in the packet materials.

3. Determine Workflow, Meeting Lengths, and other Logistical Matters

a. i Decide which issues to study first, how, and when;

ii Decide the length of each meeting;

iii Establish a timeline for accomplishing the committee's work.

4. New Business

5. Adjournment