

BEST PRACTICES FOR COMMISSIONERS:

- Always allow adequate time for legal inquiries, e.g. potential conflict of interest questions;
- Understand when the commission is acting in a legislative vs. quasi-judicial capacity; and
- Have a general understanding of Brown Act, Commissioner Bylaws, and Commissions' jurisdiction.
- Build a relationship with staff liaison – they are your friend!
 - Ask about upcoming and future projects
- Communicate concerns or questions with staff BEFORE the meeting
- Take the time to review the agenda, and material in your packet – this will result in a more efficient and productive meeting (and you may get out in time for dinner)
- Remember that staff is making a recommendation based on facts and ability or inability to make findings and compliance with all laws- none of this is personal opinion!