

**DOWNTOWN HAYWARD BUSINESS IMPROVEMENT AREA  
ADVISORY BOARD**

**Special Meeting/Training Session  
September 16, 2009 8:00a.m. – 9:00a.m.  
Conference Room 4A**

**Hayward City Hall  
777 B Street  
Hayward, CA 94541**

The Public Comments section provides an opportunity to address the City Council on items not listed on the agenda. The Council welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the City or are within the jurisdiction of the City. As the Council is prohibited by State law from discussing items not listed on the agenda, your item will be taken under consideration and may be referred to staff.

**TRAINING AGENDA**

- I. Call to Order
- II. Public Comments
- III. Understanding Parliamentary Procedures & Rules of Order  
Guest Speaker: Maureen Conneely, City of Hayward Assistant City Attorney
- IV. Knowing How “The Brown Act” Impacts Board Meetings and Public Notice Requirements
- V. Your Role As Volunteer Board Member and Potential Conflicts of Interest
- VI. Adjournment

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Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Please request the accommodation at least 48 hours in advance of the meeting by contacting Maret Bartlett at 583-4261 or by using the TDD line for those with speech and hearing disabilities at (510) 247-3340.

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