



Board of Representatives

Matt Quinones, President

Susan Nabel, Clerk

Report of Meeting

Date: Monday, December 11, 2017
Time: 8:00 p.m.
Place: Democratic Caucus Room, 4th Floor, Government Center, 888
Washington Boulevard

A training session for all Chairs, Co-Chairs and Vice Chairs of committees of the Board of Representatives was held as indicated above. In attendance were President Quinones, Clerk Nabel and Representatives Cottrell, de la Cruz, DePina, di Costanzo, Fedeli, Figueroa, Giordano, Jacobson, Kolenberg, Lee, Lutz, Mahoney, Matherne, McGarry, McMullen, Miller, Pia, Pratt, Sherwood, Stella, Summerville and Zelinsky.

President Quinones called the session to order at 8:00 p.m.

Items discussed included:

- Basics of how to run a committee meeting
- Restrictions on informal discussions
- Preparation of minutes
- Role of the Committee Chair
- Discussion of items without a quorum under FOIA and the Board's Rules of Order
- Making a motion prior to holding discussion
- The need to funnel requests for information through the Committee Chairs and the Board office.

The session was adjourned at 8:35 p.m.

This meeting is on [video](#).