

CITY OF OAKLAND



DALZIEL BUILDING . 250 FRANK H. OGAWA PLAZA . SUITE 4344 . OAKLAND . CALIFORNIA . 94612
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Safe Streets Division FAX: (510) 238-7415

City of Oakland Bicyclist & Pedestrian Advisory Commission Presenter Information

Regular meeting time/place: Monthly, 3rd Thursday, 6:00-8:00 pm; City Hall, Hearing Room 4 (unless otherwise noticed).

Number of attendees (typical): Nine commissioners, 3-6 staff, 10-15 consultants and/or members of the public

Agenda (published approximately one week before the meeting; staff brings approximately 20 sets)

Presenter responsibilities (regular meetings):

- Email item “blurb” and attachments (if any) to npond-danchik@oaklandca.gov no later than noon on the Wednesday *eight days* before the Thursday meeting. (E.g. if the meeting is on January 21, email file on January 13.) See past agendas at <https://www.oaklandca.gov/resources/bicycle-and-pedestrian-advisory-commission-agendas-and-minutes>.
- The “blurb” is a one-three sentence description of the item to be presented and, if applicable, what action is requested. The blurb may be edited by staff prior to inclusion in the agenda.
- Keep attachment file sizes under 2mb if possible. PowerPoint presentations to be shared at the meeting may be printed multiple sheets to the page for inclusion in the agenda, unless full page printing is needed for comprehensibility. Alternatively, presenters may bring handouts to the meeting.

Presenter responsibilities (special meetings):

- Request a meeting time at least two weeks advance, allowing time to contact the chair, reserve a room, assemble the agenda, and – most importantly – give commissioners sufficient advance notice to get it on their individual calendars.

Equipment

Presenter responsibilities:

- Request laptop and projector in advance.
- Give presentations to staff by 12:00pm on the day of the meeting to load them onto the laptop. Also, bring presentations on a thumb drive. Staff will advance slides if desired. You may also bring your own equipment; please keep staff posted!

Meeting Summary

- Staff takes meeting minutes and submits them to all meeting attendees, including presenters, for review and comment.
- Draft minutes are attached to the subsequent meeting’s agenda. Final minutes are also posted online.
- The meeting is also recorded (per open meeting laws).

Accessibility



This meeting is wheelchair accessible. To request materials in alternative formats, or to request an ASL interpreter, captioning, or assistive listening device, please call Adriana Mitchell 238-5219 (V) or 238-2007 (TTY) at least three (3) business days before the meeting. Please refrain from wearing scented products to this meeting so persons who may experience chemical sensitivities can attend.

More information: www.oaklandbikes.info/bpac

<http://www2.oaklandnet.com/oakca1/groups/pwa/documents/procedure/oak056674.pdf>

last updated September 26, 2018