



Communications Committee Meeting  
Commissioners Room  
Monday, January 7, 2013; 1:30 p.m.

### AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Correspondence
5. Approval of Minutes – Meeting held on December 10, 2012

PUBLIC PARTICIPATION – Public comment regarding agenda items will be heard during each agenda topic after initial discussion by the Committee.

6. Old Business
  - A. Review on Committee report re: Home Page News to the Board of Commissioners at its January 7, 2013 workshop.
  - B. Discussion on accessibility of Commissioners' agenda related documents via printed materials or the City website. Consider finalizing a recommended practice which provides that all available supporting documents relevant to agenda items are available to City officials and the public in advance of a meeting.
  - C. Discuss timelines and related programs for presenting, discussing and acting on agenda items. (Zellers)
  - D. Discuss how to optimize communications from the perspective of the public in attendance at a meeting. (Mills)
  - E. Discussion of Commissioner agenda format and content including but not limited to clarity and sufficiency of language, clarifying when the public is allowed to speak and sequencing of agenda items including executive sessions. (Mills)
  - F. Discussion about communications plan and steps to advance individual concepts including outline of content and how and when to make presentations to the Commissioners.
7. New Business
8. Discuss and prioritize items for future agendas.
9. Set next meeting.
10. Public Comment
11. Adjournment

#### AGENDA ITEMS MAY NOT BE CONSIDERED IN SEQUENCE

For additional information or special accommodations, please call (302) 227-6181 (TDD Accessible) 24-hours prior to the meeting.

amw: 12/31/12; posted 12/31/12

pc( via Fax) Cape Gazette, Coast Press, Delaware State News