

## STAFF REPORT

SUBJECT: Committee Training on Roberts Rules of Order

FROM: Kadri Klm, Senior Paratransit Planner

DATE: September 3, 2025

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### **Action Required**

None – this is an informational item.

### **Background**

The Brown Act and Robert's Rules of Order both relate to public meetings in California.

At the July meeting the committee received Brown Act training by Travis Taniguchi from Hanson Bridgett and Robert's Rules of Order is the second part of this training.

Robert's Rules of Order is a widely adopted manual of parliamentary procedure that provides a framework for conducting fair and orderly meetings. It outlines guidelines for motions, debates, voting, and amendments, aiming to facilitate discussions and decision-making in a structured and democratic manner.

### **Discussion**

Hanson Bridgett LLP staff will be providing training to TAAC members on the Robert's Rules of Order at the September 3<sup>rd</sup> meeting.

### **Recommendation**

None – this is an informational item.