



## **Task Force Roles and Responsibilities**

**Task Force Role:** Advisory/make recommendations to the City Council

**Task Force Responsibilities:**

1. Assist with outreach to the constituencies you represent
2. Attend Community Workshops
3. Review meeting materials in advance
4. Use, and be consistent with, the Council approved Guiding Principles.
5. Meet the schedule contained in the Council approved Work Program
6. Decision-making should be by consensus, whenever possible.
7. When a decision requires a vote of the task force, each member shall have one vote.
8. Follow Task Force Ground Rules (attached)
9. Adhere to Envision San Jose 2040 Task Force Membership Framework, (to be considered by City Council on September 11, 2007 – memo attached)