Due to lack of a quorum, the meeting was cancelled at 7:10 p.m.

Present: Beecham, Freeman

Absent: Cordell, Kleinberg

1. Oral Communications

2. Annual Review of City Council Protocols and Procedures

**MOTION:** Council Member XX moved, seconded by XX, that the Policy and Services Committee recommends to the City Council to approve the following revisions to the City Council protocols:

- In the City Council procedures, provide that the City Manager may provide response to comments or questions raised during Oral Communications by members of the public, at the end of Oral Communications and at his discretion, with the consent of the Mayor.

- In the City Council procedures, require that a majority of the Council approve assignments made to staff during the Council Comments section of the agenda. (In certain instances, the Brown Act may preclude action on certain items until they are subsequently agendized).

- In the City Council e-mail policy, reflect that in the response to Council questions posed by e-mail, the Council member posing the questions will be identified in the title of the staff response.

3. Discussion for Future Meeting Schedules and Agendas

**ADJOURNMENT:** Meeting adjourned at x:xx p.m.

**NOTE:** Sense minutes (synopsis) are prepared in accordance with Palo Alto Municipal Code Sections 2.04.180(a) and (b). The City Council and Standing Committee meeting tapes are made solely for the purpose of facilitating the preparation of the minutes of the meetings. City Council and Standing Committee meeting tapes are recycled 90 days from the date of the meeting.
The tapes are available for members of the public to listen to during regular office hours.