



**STATE OF CALIFORNIA**  
**CALIFORNIA SENIOR LEGISLATURE**  
1020 N Street, Room 513, Sacramento, CA 95814  
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**NOTICE OF JOINT RULES COMMITTEE**  
**SESSION PLANNING SUB-COMMITTEE MEETING**

**Legislative Office Building**  
**1020 N Street, #169, Sacramento, CA 95814**

Tuesday, March 13, 2012, 1:00 p.m. to 4:00 p.m.  
Wednesday, March 14, 2012, 9:00 a.m. to 11:00 a.m.

**AGENDA**

Chair: Senior Senator Joe Cox  
Co-Chair: Senior Assembly Member Evelyn Tom

Members of the public may be heard on any item on the California Senior Legislature (CSL), Session Planning Subcommittee Agenda. A person addressing the Chair will be limited to five (5) minutes unless the Chair grants a longer period of time. Comments by members of the public on an agenda item will be allowed only during discussion of the item by the Subcommittee. Comments by members of the public on an item not on the agenda will only be allowed during the Public Comments section of the meeting. No action can be taken on any item not on the agenda whether discussed by members of the public or by members of the Subcommittee.

- I. Call to Order
- II. Roll Call
- III. Introductions
- IV. Public Comments  
(This section is for members of the public only; and is to provide the public an opportunity to comment and/or present information on any matter that is not on the agenda. Each public member will be afforded up to three minutes to speak. Written requests, if any, will be considered first under this section. Additionally, the subcommittee will provide a public comment period not to exceed seven minutes total for all public comments prior to each action item.)
- V. October Session Planning Task List
  - A. Separation of Office Tasks Versus Session Planning Tasks
  - B. Define and Assign Responsibilities, Due Dates, Status Report Budget

(Over)

## DISCUSSION/ACTION ITEMS

- VI. Pre-October Session Requirements
  - A. Invitation Letters to Legislatures
  - B. Sponsor Letters
  - C. Required Documents to CSL Members
  - D. Supplies
  
- VII. October Session Week Requirements
  - A. Volunteer Requests
  - B. Committee Boxes – Resource Secretary, Messengers
  - C. Supplies
  - D. Registrations
  
- VIII. Other Discussions
  - A. Hotel Transport to and from Capital
  - B. Pre-registration Mailings
  - C. Follow-Up Notifications with Speakers, etc.
  
- IX. Miscellaneous Discussions
  - A. Menus for October Session.

### Adjournment

Pursuant to Government Code Sections 11123.1 and 11125(f), individuals with disabilities who require accessible alternative formats of the agenda and related meeting materials and/or auxiliary aids/services to participate in the meeting, should contact Janice Bailey at the CSL office by phone, (916) 552-8056, or email her at [jbailey@seniorleg.ca.gov](mailto:jbailey@seniorleg.ca.gov). Requests must be received by Friday, March 9, 2012. JRC Subcommittee meetings are held in barrier-free facilities in accordance with the Americans with Disabilities Act. Please contact the office to RSVP for this meeting.

Information regarding JRC agendas and meeting minutes may be obtained at [www.4csl.org](http://www.4csl.org) or by writing to the California Senior Legislature, 1020 N Street, Suite 513, Sacramento, CA 95814.