

MEMO

To: City of Cupertino
Legislative Review Committee

From: Townsend Public Affairs, Inc.

Date: September 17, 2021

Subject: Draft Schedule for Legislative Town Hall

The Legislative Review Committee has expressed interest in conducting a Town Hall to provide interested members of the community with an opportunity to learn more about the legislative process. The Town Hall will inform residents on how to engage in the legislative process and on how the City engages. The scheduling of this meeting depends on the scheduling of the Special City Council Meeting with Legislators and currently 10/21, 10/27, and 10/28 dates are being considered.

Below is a draft schedule for the Town Hall meeting. This schedule is meant to serve as an example of how the Town Hall could be structured.

DRAFT SCHEDULE

6:30pm – Convene Meeting

6:35pm – Introductory Remarks by Chair of Legislative Review Committee (5)

- This would provide an opportunity for to provide context and purpose for the meeting.

6:40pm – Legislative Process Overview (15 mins)

- Townsend Public Affairs (TPA) provides an overview of the legislative process
- Q&A

6:55pm – Public Engagement in the Legislative Process (40 mins)

- TPA provides an overview of how, and when, to engage in the legislative process, including an overview of the Legislative Letter Portal
- TPA will inform residents of who the local legislators are and where they can get their information
- Q&A

7:35pm – City Engagement in the Legislative Process (10 mins)

- TPA provides an overview of how the City engages in the legislative process.
- Q&A

7:45pm – Public comment

8:00pm – Adjourn