I. Welcome & Introductions

II. Oath of Office

III. Call to Order

IV. Commission Mission & Procedure
   An outline of why the Commission was created and the task in front of them. Timetables and expectations will be discussed.

V. Rules of the Commission
   The Commission must establish how they will conduct meetings. This includes but is not limited to: attendance records, amount of votes needed to pass a motions, how minutes will be kept, voting order, subcommittees, and how meetings should flow.

VI. Audience of Citizens
   Individuals who wish to make comments regarding items scheduled on the Agenda may speak during this part of the agenda or may reserve the right to speak specifically when that item is up for a vote on the floor. Individuals who wish to speak regarding items not specifically scheduled may do so at this time. All individuals who intend to address the Commission are required to state their name and address for the record.

   If Citizens wish to have an issue addressed by the Commission they should email those questions or comments to the City Clerk at: nick.garuckas@hamilton-oh.gov. The City Clerk may read your comments into the record during the appropriate meeting. If comments are submitted far enough in advance of an upcoming meeting, an official response may also be read into the record. You must still provide your name and address for the record. Please be concise with potential comments.

VII. Audience of the Commission

VIII. Next Meeting

IX. Adjournment