



DEPARTMENT OF CONSUMER AFFAIRS
CALIFORNIA BOARD OF ACCOUNTANCY
2000 EVERGREEN STREET, SUITE 250
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**CALIFORNIA BOARD OF ACCOUNTANCY (CBA)
PUBLIC MEETING NOTICE FOR THE JOINT STRATEGIC PLANNING COMMITTEE
(SPC), AND PEER REVIEW OVERSIGHT COMMITTEE MEETING**

DATE: Thursday, January 22, 2015

**CHAIR/VICE-CHAIR TRAINING AND
JOINT SPC & PROC MEETING
TIME:** 9:00 a.m.

PLACE: Hilton Los Angeles Airport
5711 West Century Boulevard
Los Angeles, CA 90045
Telephone: (310) 410-4000
Fax: (310) 410-6250

Enclosed for your information is a copy of the agendas for the Joint SPC & PROC meeting on January 22, 2015. For further information regarding this meeting, please contact:

Corey Riordan, Board Relations Analyst
(916) 561-1716 or cfriordan@cba.ca.gov
California Board of Accountancy
2000 Evergreen Street, Suite 250
Sacramento, CA 95815

An electronic copy of this notice can be found at <http://www.dca.ca.gov/cba/calendar.shtml>

The meeting is accessible to individuals who are physically disabled. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Corey Riordan at (916) 561-1718, or email cfriordan@cba.ca.gov, or send a written request to the CBA Office at 2000 Evergreen Street, Ste. 250, Sacramento, CA 95815. Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation.



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DEPARTMENT OF CONSUMER AFFAIRS (DCA)
CALIFORNIA BOARD OF ACCOUNTANCY (CBA)
CHAIR/VICE-CHAIR TRAINING AND
JOINT MEETING OF THE STRATEGIC PLANNING COMMITTEE (SPC)
AND
PEER REVIEW OVERSIGHT COMMITTEE (PROC)

MEETING AGENDA

Thursday, January 22, 2015
9:00 a.m.

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Roll Call and Call to Order.

- I. Welcome and Introduction (**Jose Campos, CPA, CBA President**).
- II. Overview of Role and Expectations for Chairs and Vice Chairs of a CBA Committee (**Jose Campos, CPA, CBA President**).
- III. Educational Presentation and Discussion on How to Conduct a Meeting in Accordance with the Bagley-Keene Open Meeting Act (**Kristy Schieldge, DCA Legal Counsel**).
 - A. Importance of Roll Call and Need to Establish a Quorum.
 - B. Facilitating Discussion on Agenda Items and Avoiding Discussion on Items not on the Agenda.
 - C. Requirements for Conducting Closed Session Meetings.
 - D. When to Call for the Vote, How to Address a Tie Vote, and Requirement for Reporting Action Taken and the Vote or Abstention of Each Member.
 - E. Requirement to Include Public Comment on Agenda.

- F. How to Deal with Disruptive Persons at a Meeting.
- IV. How to Handle Contact from Consumers or Licensees Outside of the Meeting (**Kristy Schieldge, DCA Legal Counsel**).
- V. CBA Staff Roles and Responsibilities Which Support CBA and Committee Members and Meetings (**Patti Bowers, CBA Executive Officer**).
- VI. Public Comments. *

Adjournment.

Action may be taken on any item on the agenda. In accordance with the Bagley-Keene Open Meeting Act, all meetings of the SPC & PROC are open to the public.

*Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the SPC & PROC prior to the SPC & PROC taking any action on said item. Members of the public will be provided appropriate opportunities to comment on any issue before the SPC & PROC. Individuals may appear before the SPC & PROC CPC to discuss items not on the agenda; however, the SPC & PROC can take no official action on these items at the time of the same meeting. (Government Code section 11125.7(a).)

CBA members who are not members of the SPC & PROC may be attending the meeting. However, if a majority of members of the full board are present at the SPC & PROC meeting, members who are not SPC & PROC members may attend the meeting only as observers.