RPTS 402
Community/Government Meeting Paper Guidelines

Two are required with each being worth 10% of your final grade.
(check calendar for due dates)

The purpose of attending a local government or interest group meeting is to get some feel for the way the local government/citizen process works and to think about how it might influence the planning/design process. To fulfill this requirement you must attend at least one meeting. I prefer that you attend both meetings but you may also elect to watch one of these meetings via Channel 19 (College Station), Channel 16 (Bryan) or College Station has streaming video at the www.cstx.gov (http://www.cstx.gov/index.aspx?page=3119) web site. Parks Board meetings are not available via these sources.

1. Attend a meeting (see back for suggestions): Take notes and collect any relevant information that's available (meeting agenda, etc.)

2. Print off the meeting paper grade sheet (see below) and attach it as the cover of your paper.

3. Summarize your notes and develop your ideas in a 2-3 page paper (Double spaced, 12 pt. font, 1 inch margins) that addresses the following:

   **Introduction = 20% of grade.** (cover quickly - ½ page)
   - What was the meeting and when, where was it held, how many attended? Who were the interested parties (the stakeholders)? What topics were covered?

   **Analysis and summary = 65% of your grade.** (more depth 1½ - 2 pages)
   - Relate the importance of items (or one specific item) discussed based on things we have reviewed in class (for example, politics in planning, stakeholder differences, citizen participation, sustainability, sense of place) to the topics covered in the meeting.

   **Spelling, punctuation and grammar = 15% of your grade.**
   - Write your paper at least one day ahead of the due date and then proofread it before printing a final draft.

Your paper must be submitted with the “meeting paper grade sheet” (see next page) attached to the front with your name filled in.
name ______________________________

Introduction = 20% of grade. (cover quickly - 1 page)
• What/where was the meeting, how many attended? What officials were present? Was the entire council or board in attendance? What interests did individuals or groups represent?

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Analysis and summary = 65% of your grade. (more depth 1.5 - 2 pages)
• What issues/topics were discussed? (You may choose one issue to focus on)
• Why were the issues/topics discussed of importance to those who raised them (for example, citizens group, developer)?
• Relate things we have discussed in class (for example, planning process, politics, citizen participation, sustainability, sense of place) to the topics covered in the meeting.

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Spelling, punctuation and grammar = 15% of your grade.
• Write your paper at least one day ahead of the due date and then proofread it before printing a final draft. One point will be deducted for every spelling and grammatical error.

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On time  Yes ___  No ___ (loss of 10% per day)

_______ point deduction for late submission

_______/100  overall grade
Community Meeting Information

COLLEGE STATION

The following regular meetings are at City Hall (Texas Ave, next to Chili’s)

➔ Planning and Zoning Commission: This group meets on the 1st and 3rd Thursday of each month at 7:00 P.M.

➔ City Council: The council meets on the 2nd and 4th Thursdays of the month at 7:00 P.M.

Call 764-3570 for P&Z information and 764-3541 for Council information.

Agenda’s are normally available 1 week before a meeting so you may find out about topics to be covered before deciding to attend.

College Station’s web site makes all Council and Planning and Zoning Commission meetings available as streaming video. [www.cstx.gov](http://www.cstx.gov) You can also view these on Channel 19 using local cable television. Streaming video (http://www.cstx.gov/index.aspx?page=3119)

BRYAN

Bryan city meetings are in the Municipal Bldg. (29th and Texas Ave, 6 pm)

➔ City Council: meets 2nd and 4th Tuesday of each month

    The tentative Channel 16 live broadcast schedule of the city council meetings are: 3 p.m. Workshop, 6 p.m. Regular on the second and fourth Tuesday of each month

    Channel 16 Rebroadcast Schedule:

        Mondays at 4 p.m. Wednesdays at 8 a.m. Saturdays at 2 p.m.

➔ Planning and Zoning: meets 1st and 3rd Thursday of each month

Call 209-5100 for information

Bryan’s meeting information can be found at their web site. [www.bryantx.gov](http://www.bryantx.gov)

PARKS BOARDS

➔ Bryan or College Station Parks Board: College Station’s Parks Board meets the 2nd Tuesday of each month and Bryan’s meets the 3rd Tuesday of each month.

College Station’s meetings are normally held at Park and Rec. Headquarters in Central Park, 1000 Krenek Tap Rd BUT these meetings move around so call (number below). Bryan’s are normally held at the Municipal Bldg., corner of 29th street and Texas Ave. (near Downtown Bryan)

CALL THE CITY PARD in advance and tell them you plan to attend. They need to know how many people to plan for. Call for Bryan’s Board at 209-5200 College Station’s at 764-3486.