



## CITY OF MADISON INFORMATION TECHNOLOGY

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### Type 1 Virtual Meeting Workflow Process

#### What are “Type 1” Meetings?

“Type 1” refers to the classification level of a BCC virtual meeting. These are BCC’s that meet more frequently, have an abundance of legislative items, and significant public participation. The meetings are required to be broadcasted and live streamed for the public. Type 1 meetings are facilitated by Information Technology (IT) and cannot significantly overlap with other Type 1 meetings.

#### Prior to the Meeting

1. **Committee Staff** email [meetingsupport@cityofmadison.com](mailto:meetingsupport@cityofmadison.com) and **Clerk’s Office** date and time of upcoming meetings.
2. **Clerk’s Office** create meeting on Meeting Schedule and mark meeting as Virtual.
3. **Clerk’s Office** provide Meeting ID to **Committee Staff** for the Agenda Cross-Reference List.
4. **IT Media Team** provide the Online Meeting URL (attendee), Meeting Phone Number and Webinar ID, streaming information, and broadcast information to **Clerk’s Office** and **Committee Staff**.
5. **Clerk’s Office** add the Online Meeting URL, Meeting Phone Number and Webinar ID, streaming information, and broadcast information to the Meeting Schedule.
6. **Committee staff** create agenda and post to Legistar, and send Agenda URL and Agenda Item Description to **Clerk’s Office** and **IT Media Team**.
7. **Committee staff** send [Agenda Cross-Reference List](#) to **IT Apps Dev Team** and **IT Media Team**.
  - *Agenda Cross-Reference List* – Agenda Item #, Legislative ID #, and the full text of the agenda item. Used by the Registration Report and validation on the Meeting Registration form. Must include ALL items.
8. **Committee staff** send Staff Panelists List to **IT Media Team**.
  - *Staff Panelists List* – Name and Email of all staff that may need to speak at the meeting.
9. **Clerk’s Office** add the Agenda URL and Agenda Item Description to the Meeting Schedule. This will enable the public comment registration form.

#### After the Meeting

1. **Committee staff** download the [Registration Report](#) and attach it to the meeting Minutes on Legistar.
2. **Committee staff** email Minutes URL to **IT Media Team** and **Clerk’s Office**.
3. **Clerk’s Office** add the Minutes URL to the Meeting Schedule.

#### Contacts

- **IT Media Team:** [meetingsupport@cityofmadison.com](mailto:meetingsupport@cityofmadison.com)
- **Clerk’s Office:** [meetings@cityofmadison.com](mailto:meetings@cityofmadison.com)

- **IT Apps Dev Team:** [appsdev@cityofmadison.com](mailto:appsdev@cityofmadison.com)

## New Committees

1. **IT Media Team** train **Committee staff** and provide documentation on the Agenda Template, Agenda Item Description, and the Agenda Cross-Reference List. Provide the Virtual Meetings Process and Netiquette Guide.
2. **Committee staff** provide the Committee Email for written comments to the **IT Media Team** and **Clerk's Office**.
3. **Clerk's Office** add Committee Email and Mediasite Link to the Committee in the Meeting Schedule.

## Agenda Template

(Television listing should be removed if not on TV)

The City of Madison is holding the Meeting Body meeting virtually to help protect our community from the Coronavirus (COVID-19) pandemic.

1. **Written Comments:** You can send comments on agenda items to Committee e-mail.
2. **Register for Public Comment:**
  - Register to speak at the meeting.
  - Register to answer questions.
  - Register in support or opposition of an agenda item (without speaking).

If you want to speak at this meeting, you must register. You can register at <https://www.cityofmadison.com/MeetingRegistration>. When you register to speak, you will be sent an email with the information you will need to join the virtual meeting.

3. **Watch the Meeting:** You can watch the meeting in several ways:
  - Livestream on the [Madison City Channel website](https://media.cityofmadison.com/mediasite/showcase) <https://media.cityofmadison.com/mediasite/showcase>
  - Livestream on the [City of Madison YouTube channel](https://www.youtube.com/user/CityofMadison) <https://www.youtube.com/user/CityofMadison>
  - Television: Watch live on Spectrum channel 994, AT&T U-Verse channel 99, and Madison City Channel on Roku and Apple TV
4. **Listen by Phone:**  
(877) 853-5257 (Toll Free)  
Meeting ID: Webinar ID

## Agenda Item Description

- Short description of agenda items with item number. Used on the Meeting Registration form to help the public correctly identify and enter agenda item numbers.
- For meetings with a small number of agenda items, list all items available for public comment. For larger agendas, list potential high interest agenda items.
- The descriptions for each agenda item should be at most 3-5 words, and should follow this format:
  - Short description of item: 2
  - Another description: 5
  - Description of last item: 17