



CITY OF MADISON INFORMATION TECHNOLOGY

Type 2 Virtual Meetings Shared Login Policy

Purpose

This document aims to outline policies on utilizing shared logins for Type 2 virtual meetings. These logins are provided to staff after they have received training by Information Technology (IT). Given that these logins are provided by IT, both logistically and financially, it has been deemed necessary to establish set policies and procedures in using them for Type 2 meetings.

Overview

Type 2 refers to the classification level of a Boards, Commissions, or Committees (BCCs) conducted virtually. Unlike Type 1 meetings, Type 2 meetings are not facilitated by IT staff. Therefore, they will be internally managed by BCC staff. IT has procured ten (10) licensed Zoom accounts to be used for Type 2 meetings. Multiple BCC's share each account, so staff should be mindful when scheduling meetings far in advance.

Policy

The following policy pertains to the usage of the shared logins for Type 2 meetings:

1. Only host accounts that start with "BCCHost..." are to be used for scheduling and hosting Type 2 meetings.
2. Only staff that have obtained Type 2 training from the IT Media Team are permitted to use the BCCHost logins.
3. A staff person assigned to schedule and host a Type 2 BCC meeting cannot delegate responsibilities to another staff person unless they have also been trained by the IT Media Team.
4. The BCCHost logins are not to be used for any non-Type 2 related meetings.
5. Only schedule and host meetings with the login you were assigned by IT. Do not use a different BCCHost login without permission from IT staff.

Given that these are shared logins, please be conscious that other BCC staff may be scheduling meetings that conflict with one of your meetings. If there is a conflict, please contact staff first before contacting IT for assistance.

In the event that a conflict cannot be resolved, please contact Information Technology at meetingsupport@cityofmadison.com for assistance.