



CITY OF MADISON INFORMATION TECHNOLOGY

Virtual Meetings Process – Zoom Meetings (Type 2)

What are “Type 2” Meetings?

“Type 2” refers to the classification level of a BCC virtual meeting. These are BCC’s that meet less frequently, have less legislative items, and/or significantly less public participation than BCC’s classified as “Type 1.” Unlike Type 1 meetings, Type 2 meetings are not facilitated by Information Technology (IT). Therefore, they will be internally managed by designated BCC staff. These meetings may overlap with other Type 2 meetings.

Prior to the Meeting

1. **Committee staff** are required to get training for Type 2 virtual meetings by the **IT Media Team** (see [New Committees](#) section below).
 - **NOTE:** Staff must be trained regardless if they have received prior training for Type 1 virtual meetings.
2. If **Committee Staff** feel they need temporary type 1 status for a meeting due to stricter security measures anticipated or an agenda item that may attract broad public participation, they may request that. Please email these requests to [IT Media Team](#) at least one (1) month before the scheduled meeting date. Requests submitted later must obtain approval from the Common Council President or the Mayor’s Office.
3. **Committee staff** find and reserve meeting time for their login in Outlook calendar and email name of BCC, date, time, and that it’s a virtual meeting to **Clerk’s Office**. Staff also put meeting in Legistar calendar.
 - **NOTE:** Please only schedule subcommittees and workgroups 2 months out.
 - Lack of available login is not an acceptable reason to request temporary type 1 status.
4. **Clerk’s Office** creates the meeting on the Meeting Schedule and marks the meeting as Virtual.
5. **Clerk’s Office** provide Meeting ID to **Committee Staff** for the Agenda Cross-Reference List.
6. **Committee staff** creates the meeting in Zoom and provides the Virtual Meeting link, and Zoom Meeting ID to **Clerk’s Office**.
 - Log in to Zoom with shared login, NOT your own email.
 - Email to Clerk’s Office
 - Name of Committee
 - Date and Time of Meeting
 - Allow online registration? Yes
 - Is this meeting being broadcast live on Madison City Channel? No
 - Will the meeting be livestreamed? No
 - Online Meeting URL: **[ENTER URL FROM ZOOM INVITATION]** (e.g., [https://cityofmadison.zoom.us/...](https://cityofmadison.zoom.us/))
 - Meeting Phone Number:
 - (877) 853-5257 (Toll Free)
 - Meeting ID ### ### #### (from Zoom)
7. **Clerk’s Office** adds the Zoom link, Phone Number, and Zoom ID to the Meeting Schedule.

8. **Committee staff** creates the agenda, including required header, posts it to Legistar, and sends the Agenda URL to **Clerk's Office**.
9. **Clerk's Office** adds the Agenda URL to the Meeting Schedule.
10. **Committee staff** send *Agenda Cross-Reference List* to **IT Apps Dev Team**.
11. **Committee staff** emails Zoom link to BCC members and requested staff.

After the meeting

1. **Committee staff** downloads the Registration Report and attaches it to the meeting minutes on Legistar.
2. **Committee staff** edits information and moves video to public "Additional Meetings" in **MyMediasite**.
3. **Committee staff** adds the Mediasite URL to the minutes posted to Legistar.
4. **Committee staff** email Legistar minutes URL to **Clerk's Office**.
5. **Clerk's Office** adds the Minutes URL to the Meeting Schedule.

New Committees

1. **IT Media Team** trains **Committee staff** and give them permissions to Zoom, MyMediasite, Outlook Room Calendars, and Registration Report. **NOTE:** Staff must be trained regardless if they have received prior training for Type 1 virtual meetings.
2. **Committee staff** provide the Committee Email for written comments to **Clerk's Office**. If they don't have a committee email, request one from Help Desk. They also are responsible for training chair, members, and assessing equipment of BCC members.
3. **Clerk's Office** add Committee Email to the Committee in the Meeting Schedule.

Agenda Template

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:** If you would like to join the meeting as an observer, please visit <https://www.cityofmadison.com/WatchMeetings>.
4. **Listen by Phone:**
(877) 853-5257 (Toll Free)
Meeting ID: Zoom Meeting ID

Contacts

- **IT Media Team:** meetingsupport@cityofmadison.com
- **Clerk's Office:** meetings@cityofmadison.com
- **IT Apps Dev Team:** appsdev@cityofmadison.com