

Meeting Schedule

Dashboard: www.cityofmadison.com/user

The *Meeting Schedule* system allows you to post meetings throughout the site.

Creating Meetings

Meetings must be added by 4:00 pm on the Friday of the week before the meeting. Additional meetings created after 4:00 pm will be considered Additional Meetings, and residents will be notified accordingly.

Add Multiple Meetings (Bulk Create)

Meetings for committees that have a regular schedule should be added at the beginning of the year. This should be part of your process when adding meetings to Legistar for the year.

1. Click **“Manage Meetings”** next to “Meeting Schedule.”
2. On the right side of the page, click **“Bulk Create Meetings”**.
3. Select the Committee you would like to add meetings for. Select a different Agency if needed.
4. Add the Date and Time of upcoming meetings.
 - a. Click **“Add More”** to add additional dates.
 - b. When you add the first Time, all other Time fields will autofill with that value.
5. When you are done adding meeting dates, click **“Save”**.

All meeting dates will be added to the City’s Meeting Schedule. When the meeting date approaches, you will be able to add a location or virtual meeting details as needed.

Add a Single Meeting

For ad hoc committees and work groups, notices of possible quorum, and meetings outside of regular schedules, you can add single meeting dates.

Click **“Manage Meetings”** next to “Meeting Schedule.” On the right side of the page, click **“Add Meeting”**.

Enter the following:

1. **Committee:** Select the name of the committee that is meeting. Select a different Agency if needed.
2. **Notice of Possible Quorum:** Check this box if this meeting is a notice of possible quorum of a committee. This will change the title of the meeting on the website to be “Notice of Possible Quorum of the <Committee>”.
3. **Date & Time:** Enter the Date and Time of the meeting.
4. **Status:** This field indicates that a previously scheduled meeting has been canceled. Ignore if the meeting has not been canceled.
5. **Meeting Details**
 - a. **Is this meeting being held virtually?** This will mark the meeting as Virtual on the Meeting Schedule.
 - b. **Allow online registration?** This will enable the online Meeting Registration form for public comments.
 - i. Select “Yes” for Type 1 and Type 2 Virtual Meetings. Select “No” for Type 3 Virtual Meetings.
 - c. **Is this meeting being broadcast live on Madison City Channel?** This will display information about the City’s cable channels.
 - i. Select “Yes” only if directed to by the IT Media Team, for some Type 1 Virtual Meetings.

- d. **Will this meeting be livestreamed?** If you select “Yes”, a link to the Mediasite URL from the Committee will be displayed.
 - i. Select “Yes” for most Type 1 Virtual Meetings. Select “No” for all others.
- e. **Online Meeting URL:** Enter the webinar URL to join the meeting.
 - i. For virtual meetings, please note that once a Meeting URL and Agenda have been entered, registration will open for the meeting.
- f. **Meeting Phone Number:** Enter the webinar phone number and webinar ID, or any other applicable information on listening to the meeting via phone.

6. Agenda & Minutes

- a. **Agenda:** If the committee is in Legistar, enter the URL of the agenda. If the committee is not in Legistar, upload a PDF of the agenda.
 - i. For virtual meetings, please note that once a Meeting URL and Agenda have been entered, registration will open for the meeting.
- b. **Agenda Item Description:** *Only for virtual meetings with online registration available.* Enter a short description of agenda items that residents may want to comment on. Include the agenda item number (not the Legistar File ID). Example: “Adding Funds for Watershed Studies to Budget: 4”
- c. **Minutes:** If the committee is in Legistar, enter the Legistar URL of the minutes. If the committee is not in Legistar, upload a PDF of the minutes.

7. Location: Enter the meeting location information in the format listed below.

If this meeting is being held virtually, the location will be listed as an Alternative In-Person Location. If there is no alternative location for the virtual meeting, do not enter a Location.

Location name: City-County Building
Street address: 210 Martin Luther King Jr Blvd
Room #: 103A
City: Madison
State: Wisconsin
ZIP Code: 53703

8. Accessibility Information

- a. **Handicapped Accessible:** Is the meeting handicapped accessible? The field will default to Yes, but if the meeting is not accessible, mark it No.
- b. **American Sign Language (ASL) Provided:** Are ASL translations provided at the meeting? The field will default to No, but if ASL is provided, mark it Yes.

When you are finished, be sure to save your changes! Scroll to the bottom of the page, and click “**Save**”. Click “**Save and add another**” if you want to create another meeting immediately.

Manage Meetings

Click “**Manage Meetings**” next to “Meeting Schedule.”

Edit a Meeting

1. Locate the meeting you wish to cancel, and click “**Edit.**”
2. Make any desired changes, and click “**Save.**”

Please note that you will not be able to change the Committee, Date, or Time of a meeting that has already been scheduled. To reschedule a meeting, please Cancel or Delete the first meeting, and create a new meeting.

Cancel a Meeting

1. Locate the meeting you wish to cancel. Click on the Actions Gear, then click “**Cancel.**”
2. Confirm that this is the meeting you want to cancel.
3. Click “**Cancel Meeting.**”

Filter Meetings

1. **Filter by Agency:** Your agency will be selected automatically. You can select a different agency to see all meetings for committees of that agency, or select “- Any -” to see all meetings.
2. **Filter by Committee:** Select a committee to see only meetings of that committee.
3. **Filter by Meeting Date:** Enter a **Start Date** and/or **End Date** to search for meetings in a specific date range.

Manage Committees

Click “**Manage Committees**” next to “Meeting Schedule”.

You can filter committees by Agency, or type keywords into the Committee field. You do not need to click “Enter”.

To edit a committee, find the committee you would like to update, and click “Edit”.

You can edit the following fields:

1. **Committee Name:** Enter the name of the committee.
2. **Committee Email:** Enter the email address for the committee. This email address will be listed publicly and used to accept public comments for meetings.
3. **Legistar URL:** If the committee exists in Legistar, enter a link to the committee’s Legistar landing page.
4. **Staff Contacts:** If desired, enter contact information for staff members. This information will be listed publicly.
5. **Mediasite URL:** If applicable, enter a link to the committee’s Mediasite channel.
6. **Agency:** Select the agency or up to three agencies that staff this committee. This controls which agencies will see that committee in the Committees dropdown when creating meetings.

Scroll to the bottom of the page, and click “**Save**”.