

# *Clerk's Office Role in Assembly Committee Meetings and Worksessions*

## **I. Annual Scheduling/Noticing the Meeting:**

1. Assembly Committee Chair and the Clerk's Office **schedule** a meeting (Typically in December for first four months and again in April for rest of the year.)
  - a. The Assembly Committee Chair may ask the Clerk's Office to schedule all the committee's meetings annually since many committees meet at a set date and time. (For example, on the first Monday of each month at 8:30 am)
2. **Provide** Public Notice
  - a. **Calendar** meeting on Outlook Calendar for Assembly Schedule and Conference Room
  - b. **Notice** meeting on the online Assembly Calendar
  - c. **Notice** meeting on Municipal Public Notice Page
    - i. Reference previous notices to follow convention

## **II. Monthly Meeting Tasks:**

1. **Prepare an agenda.** Chair should send you topics to list for agenda. Create and **send** a draft agenda to the Chair of the Committee.
  - a. **Send email** to Chair/Vice Chair about two weeks prior to the meeting to inquire about topics for the upcoming meeting.
2. *Committee Chair* **approves** the agenda
3. **Notify** the members of the committee and appropriate staff
  - a. **Send Email** notice, about one week prior to the meeting, to the committee members and Admin staff, as well as any members of the public who are listed in the distribution list for the Committee of the meeting time/date/location. Attach agenda and any handouts/presentations.

## **III. Set Up/Take Down:**

1. **Set up** meeting room
  - a. **Provide** about 20-25 **copies of agendas**
  - b. **Provide** or **arrange** with administration copies of handouts/presentations
  - c. **Set out** **name plates** for attendees
  - d. **Set out** a **gavel** for committee chair
  - e. **Set up** **recorder** and YouTube to record the meeting
  - f. **Arrange** IT for any audio/visual needs
2. **Staff** the meeting. Manage the audio/video recordings, assist with extra handouts, presentations, questions.
3. **Tear down** meeting room and tidy up

- a. **Collect** meeting handouts to recycle
- b. **Refill** drink fridge
- c. **Restock** snacks/coffee

#### **IV. Recording:**

1. **Notify** social media staff of YouTube link for upload.
2. **Only if YouTube fails, Transfer** the recording of the meeting to G:drive folder, Presentations for Committee.
  - a. **Save** it to the G-Drive in the appropriate folder, follow previous naming style
3. **Notify** social media staff of the recording of the meeting to the Municipal Meetings Webpage