

PUBLIC MEETING CHECKLIST

1.) Prior to Meeting

- ✓ Communicate with committee chair and vice chair in creating meeting agenda. All orders of business that expect to be acted upon must be included on the agenda. [secretary and/or clerk]
- ✓ Verify meeting place and time with committee chair and facility manager. [secretary]
- ✓ Comply with open meeting law and public notice requirements. [secretary or clerk]
- ✓ Send agenda and any informational materials to committee members and other interested persons about one week in advance of the meeting date. [secretary or clerk]
- ✓ If necessary, make arrangements to ensure access for persons with disabilities. [secretary & vice chair or clerk]
- ✓ Coordinate with committee members and/or guest speakers regarding the availability and set up of any special equipment, lighting, power cords, etc. for presentations to the committee. [secretary & vice chair]

2.) Preliminary Matters at Meeting

- ✓ Make available several extra copies of agenda and any key informational materials to the press and public attending the meeting. [secretary]
- ✓ Take attendance as committee members arrive. Note meeting start time. [secretary]
- ✓ Call meeting to order. [chair]
- ✓ Confirm that a quorum is present. [secretary]
- ✓ Confirm compliance with open meeting law and public notice requirements. [secretary]
- ✓ Read agenda and amend if necessary (reordering items only). [chair & members]
- ✓ Ask for approval of minutes from previous meeting, discuss corrections, if any, and take vote. [chair & members]
- ✓ Introduce any special guests. [chair]

3.) Conduct Meeting

- ✓ Tape record entire meeting for future writing of minutes or take notes as meeting progresses. Either way, carefully note all motions, seconds, amended motions, and votes. [secretary]
- ✓ Follow the order of the agenda or amended agenda. [chair]
- ✓ Brief discussion may occur concerning non-agenda items but no action may be taken. [chair & members]
- ✓ Act on or table all agenda items by calling for motion, second, discussion, and vote. [chair & members]
- ✓ Allow for public input if such procedures have been established by the committee. [chair]

4.) Adjourn

- ✓ Set future meeting date, time, and location. [chair & members]
- ✓ Ask for motion to adjourn and take vote. [chair & members]
- ✓ Note time of adjournment. [secretary]