



Meeting Procedures

- I. Set Meeting Dates, Times, and Location(s)
 - a. Select Day and Time for meetings with Committee chair in December/January
 - b. Set length of meetings
 - c. Determine In-person meeting location(s)
 - d. Reserve room through Outlook Calendar if in-house
 - e. Reserve room through 3rd party if external
 - f. Set meeting recurrence (monthly, bi-monthly, quarterly)
 - g. Provide hybrid online option – Zoom or MS Teams
 - h. Set recurring meeting reminders and send Outlook notice to committee members
 - i. Post calendar entries as draft in Legistar/CLIC with location & online link
 - j. Generate Meeting ID and Login information for online meetings
 - k. Send schedules to the ADA Coordinator and note of any meetings needing sign language interpreters in advance.

- II. Set Meeting Agenda
 - a. Chair and program/admin staff meet no later than 2 weeks after a meeting / 14 business days in advance to set agenda for the upcoming meeting.
 - b. Agenda is transcribed onto the standard Commission on Aging agenda template.
 - c. Minutes from the prior meeting should be drafted by the agenda planning meeting and e-mailed to both the Program Coordinator and the CoA committee chair.
 - d. Draft minutes reviewed at agenda planning meeting for continuation business items and approval by Staff Coordinator and chair for approval prior to posting.
 - e. Adm Asst confirms that any required ASL or foreign language interpreters are scheduled to interpret at the meeting and have location/virtual meeting link.
 - f. Adm Asst /staff confirm any external speakers/presenters and arrange logistics.
 - g. Ensure that any A/V that is necessary, including microphones, projector screens, and links for online hybrid participants are set up and working. If no online option, ensure that a recording device is available.
 - h. Ensure that remote presenters can cast presentation on screen or have host or presenter status in the Zoom or MS Teams platform as appropriate – or ensure that presentations are loaded in advance on admin asst computer for projection.

- III. Post and Distribute Meeting Notice
 - a. At least four (4) days prior to the meeting, Post Agenda through Legistar on CLIC. Create a separate line for each agenda item following the agenda format. Include ADA notice at the end of the agenda without an item number.
 - b. Create File in Legistar for meeting minutes. Add file to Legistar after Approval of Minutes” agenda item. Name: “20XX-MO-DY Minutes Committee Name”
 - c. Create File in Legistar for all other supporting documents for the meeting. Attach all supporting documents to this file. Add file at end of all agenda items. Name: “20XX-MO-DY Attachments Committee Name”
 - d. Save. Goto Reports tab/ Meeting Agenda. Test by running the agenda in pdf mode. Close. Make any necessary edits/ format changes to the agenda. Save.
 - e. Click on Calendar tab. Change meeting Status from “draft” to “final”. Save.
 - f. Click Reports / Meeting Agenda. Change Destination to Publish to InSite calendar. Run. Close. Review online agenda. Correct if errors & repeat. Save and Lock.
 - g. Post Physical agenda at the courthouse, Coggs (use info screen when operative), and at the place where the meeting will take place – if in person and not Coggs.
 - h. At least four (4) days prior to the meeting, send agenda, attachments, and meeting link via e-mail to all committee members, AAA staff, and interested parties.
 - i. Send meeting notice for posting on the Aging webpage and Facebook page.
 - j. Send Vice chair/Secretary roster of current committee members for roll call.
- IV. Prep Minutes for Meeting
 - a. Use previous meeting minutes as a template. Change dates to upcoming meeting. Copy from agenda and paste items after Call to Order and Approval of minutes with new agenda Items. For Action items create “Motion;” and “Action” lines.
 - b. Save new meeting minute template with date of new meeting. Update at meeting.
- V. Set up for Meeting
 - a. Admin Asst reserves meeting space (if in person) and ensures that room will be set up properly to accommodate Committee members, presenters (if any), interpreters, staff – including the admin asst – and members of the public.
 - b. If Commission on Aging only – order coffee (decaf & regular) and light refreshments.
 - c. Set out sign-in sheets for public attendees and capture virtual participant names.
 - d. Set out agenda and materials for distribution to members and public.
 - e. Arrive at physical meeting location and log-in to online meeting site at least 30 minutes in advance. Make sure room is open, set up, and tech is working.
- VI. Commence meeting
 - a. Press record on meeting recording device or record on online platform.
 - b. Chair calls the meeting to order and asks Vice-Chair or Secretary to call roll.
 - c. Roll is called and announced whether a quorum is present (50% +1).
 - d. If no quorum, no action can be taken on any action items, including approval of prior minutes. Decision as to whether to proceed on informal informational only basis.
 - e. Adm Asst takes notes at the meeting following the agenda.

VII. Meeting Business

- a. Chair reviews the agenda and asks the Committee if any changes to the agenda are necessary. If so, a vote is taken to amend the agenda – super majority needed (2/3).
- b. Chair proceeds to announce each item on the agenda and invite the designated speaker to lead the presentation on the issue.
- c. Chair moderates' discussion on item, calling on members. Only members should be involved in the discussion. The public may be invited to comment after members have finished discussion.
- d. Chair calls for a motion to approve any action item. Chair calls for a second to the motion to approve any action item. Only members may make, second, and vote on motions. Chair calls for discussion of item.
- e. Adm Asst writes down the motion and any amendments on the draft minutes. Adm Asst may ask for clarification as a point of order on the wording of the motion. Adm Asst records who made the motion and who seconded the motion on draft minutes.
- f. Chair calls for any amendments to motion. If none, chair calls for vote on the motion: All in Favor, aye; All opposed: nay; Any abstentions?
- g. Vice Chair/ Secretary records vote and announces whether the motion carried.

VIII. Concluding Meeting

- a. Chair calls for motion to adjourn meeting. A second is necessary unless:
 - i. the time has come when the committee agreed ahead of time to adjourn;
 - ii. the agenda has been completed in totality; or
 - iii. there is an emergency that brings the meeting to an abrupt halt.
- b. Chair adjourns meeting. Announces next meeting date, time, and location.
- c. Recording of meeting is stopped at adjournment by Adm Assistant online and on any recording device. Meeting is saved on One Drive and on SharePoint.
- d. Adm Asst saves draft meeting minutes to Committee file as "20XX-MO-DY Minutes Committee Name DRAFT date"
- e. Adm Asst assists with clean-up after meeting and return of room to order.
- f. Adm Asst will remove any left-over meeting materials including postings.

IX. Post Meeting Follow-up – Prepare Minutes

- a. Adm Asst prepares minutes from meeting based upon contemporaneous notes. Recording may be used if necessary to verify points.
- b. Minutes need only contain:
 - i. Name, date, time, and location of the meeting.
 - ii. Members and non-members present at the meeting.
 - iii. Roll call and whether a quorum was present.
 - iv. Each agenda item with title.
 1. If Informational: Presenter's name and a one-two line description.
 2. If Discussion: who led discussion and a one-two line description.
 3. If Action: Motion, Result, and who moved and seconded.
 - v. Adjournment with time if known. Add next meeting time and date.

- X. Post Meeting Follow-up – Post Materials on CLIC
 - a. Adm Asst will scan-in or save any new materials distributed or presentations delivered during the meeting and add them as attachments to the meeting Attachments file on CLIC. Resave Attachments file, Refresh Agenda, Republish.
 - b. If minutes of the previous meeting were approved by the Committee, save as pdf in the Committee file with name: 20XX-MO-DY Minutes Committee. If amended during the meeting, make any required changes to the file before saving as a final version.
 - c. Send the approved meeting minutes in pdf form to the Executive Assistant for inclusion in the Commission on Aging meeting packet.
 - d. If minutes of the previous meeting were approved by the Commission on Aging (or committee minutes were approved in the Consent agenda), post these minutes on CLIC through Legistar to the correct Commission/committee meeting date.
 - e. Download any audio or video recordings from Zoom or MS Teams and save a copy in the appropriate committee file on the shared drive.
 - f. Upload recording of the meeting (either audio or video file) to CLIC through Legistar attached to the correct meeting date.
 - g. Program Coordinator sends an e-mail to Committee with any follow-up items.