RESOLUTION

Dept/Div prepares resolution in Legistar → Dept/Div refers resolution to CC for introduction → Dept/Div MUST request fiscal note approval → FD/AG* approves fiscal note (goes to CC) → CC** refers resolution to Lead/Secondary Referrals

CC** refers resolution to Lead/Secondary Referrals → CC proceedings are produced / finalized

AGENDA

Prepare attachments in Legistar → Schedule / Retrieve / Generate agenda in Legistar → Approval of minutes: date/hyperlink → Complete remainder of agenda → Proof: Run to Adobe Acrobat (PDF) (check criteria)

Status: Approved → Publish to Calendar → Verify on website and add to Meeting Schedule → Meeting Occurs

MINUTES

Retrieve minutes in Legistar → Take Attendance → Take actions on all legislation ASAP → Complete remainder of minutes → Proof: Run to Adobe Acrobat (PDF) (check criteria)

Publish to Calendar → Verify on website and send hyperlink to cmte members → At next meeting, the minutes are Approved or Amended

Secondary referrals make recommendation to Lead Referral → Lead Referral makes recommendation to CC → CC votes on legislation after reviewing all the recommendations

*FO/AG = Finance Department/Approval Group
**CC = Common Council