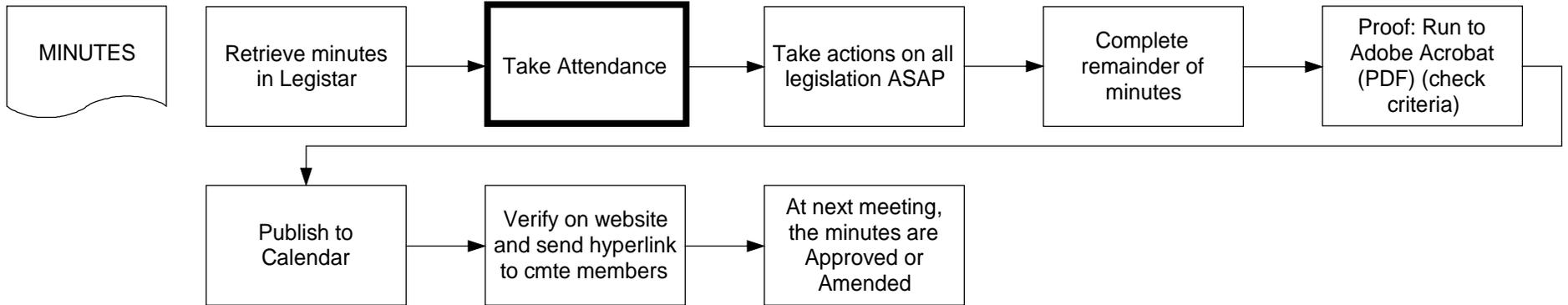


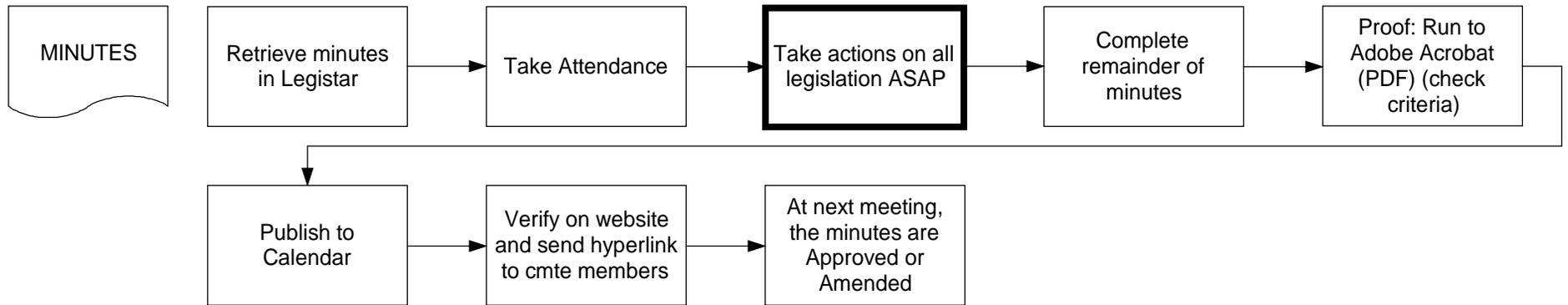
Retrieve minutes in Legistar

1. Click on Minutes (you will be on the Calendar sheettab)
2. Calendar sheettab will appear
3. Select meeting body from the "Minutes for the" drop-down
 - Click on Search
 - Select Minutes by date
4. Click on Minutes sheettab
5. Delete Line 1 (Languages)
6. Save



Take Attendance

1. Select CALL TO ORDER / ROLL CALL line
2. Click on Actions sheettab
3. Click on Attendance tab (right side)
 - Click on Attendance button to populate Roll Call (left bottom)
4. Indicate roll call
5. Save

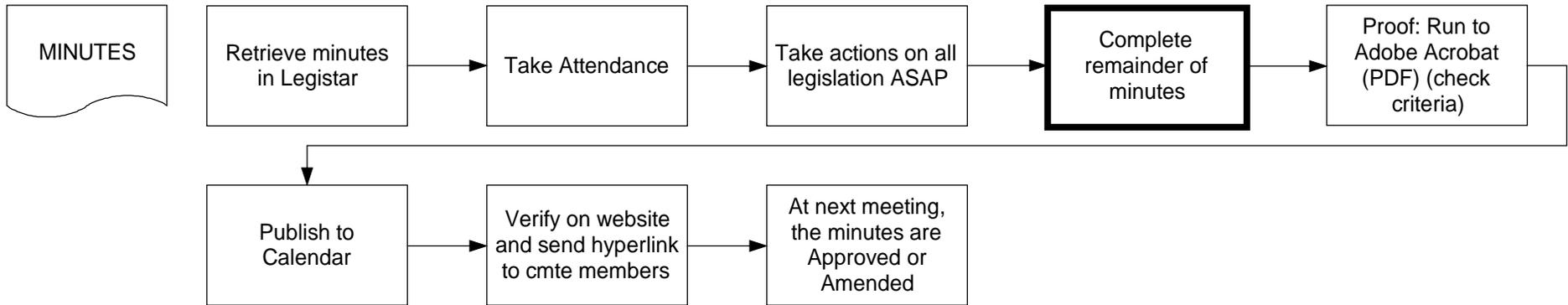


Take actions on all legislation ASAP

On the Minutes, start to work through legislation.

1. Actions sheettab
 - Select legislative line
 - Select mover from drop-down menu / seconder from drop-down menu
 - Select Action (see Legislative Definitions, Minutes: <http://www.cityofmadison.com/Employeenet/legistar/definitions.cfm>)
 - if needed, enter "Sent To" field and Due Date
 - Select Voice Vote (unanimous yes vote) or Roll Call (varying votes, or all no votes).
If Roll Call vote:
 - Click on Roll Call
 - Click on Rec Votes tab
 - Indicate votes
2. CC Note: This field is reserved for information pertinent to the Council Agenda (ex. Recommendations to Council, etc.)
3. Save (Updates the Action Text field)
4. Action Text: Click on the magnifier to the right to edit this text as needed.

Note: ONLY the Lead Referral will return their recommendation to the Common Council. (The Lead Referral is responsible for coordinating secondary referrals and reporting back to the Common Council.) The Secondary referrals must submit their recommendations back to the Lead Referral.



Complete remainder of minutes

Note: When no action is taken on Discussion Item, Report, Presentation, Miscellaneous file types (any non-Council files) and you don't want it to appear on the next agenda, you need to go into the file and change the status to: Filed

If you have no legislation to be voted on, you must record the votes for approving the minutes and adjourning the meeting.

Actions sheettab

1. APPROVAL OF MINUTES:

- Select legislative line
- Select mover from drop-down menu
- Select seconder from drop-down menu
- Select action: Approve the Minutes
- Select Voice Vote or Roll Call

2. Save. (Updates the Action Text field)

3. Action Text: Click on the magnifier to the right to edit this text as needed.

Include the date of the minutes being approved and a link:

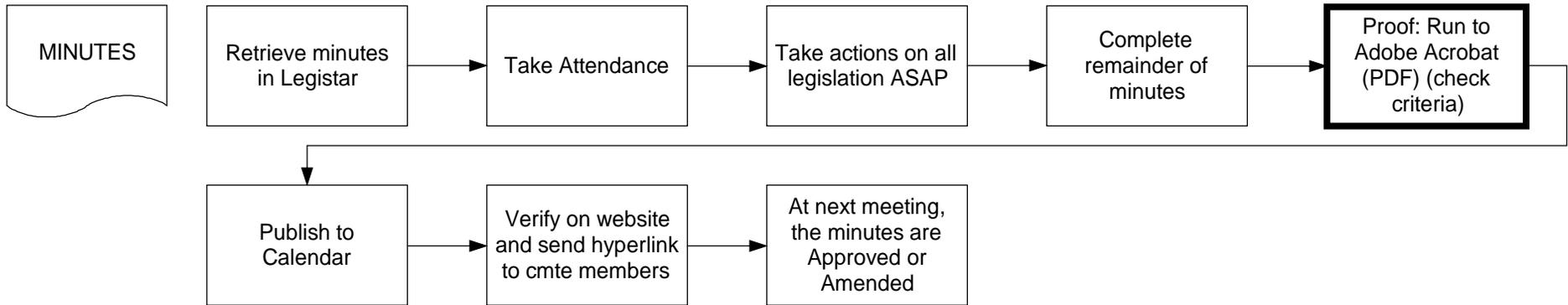
<https://madison.legistar.com/Calendar.aspx>

1. ADJOURNMENT:

- Select legislative line
- Select mover from drop-down menu
- Select seconder from drop-down menu
- Select action: Adjourn
- Select Voice Vote or Roll Call

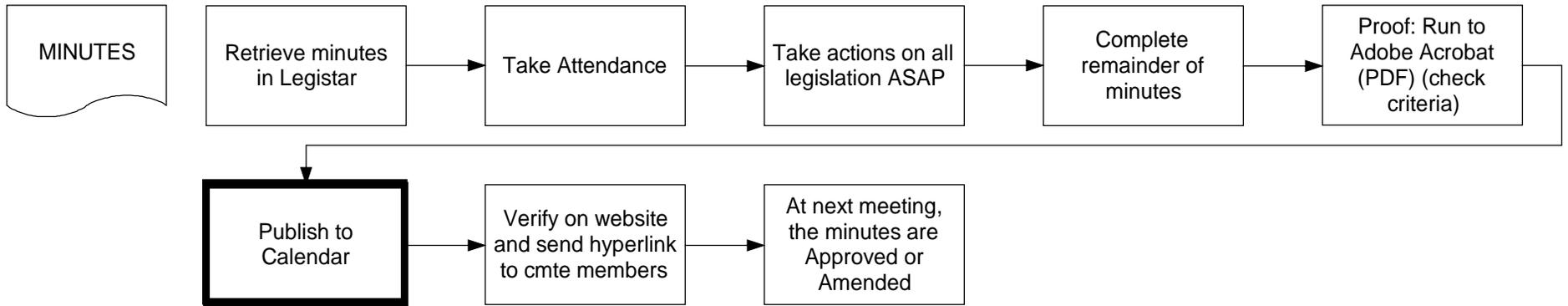
2. Save. (Updates the Action Text field)

3. Action Text: Click on the magnifier to the right to edit this text as needed.



Proof: Run to Adobe Acrobat (PDF) (check criteria)

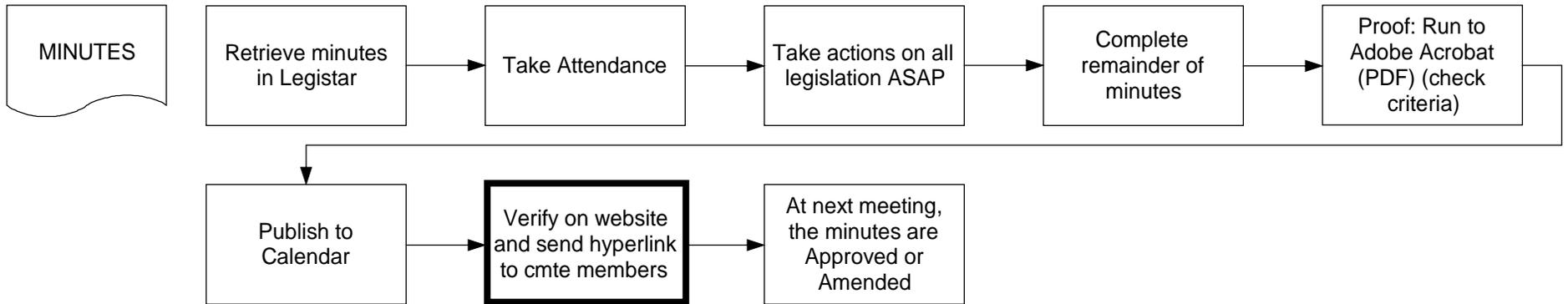
1. Click on Reports
2. Select Meeting Minutes
3. Select Destination: Acrobat Format (PDF)
4. Review Criteria:
 - Show Cover
 - Show File ID
 - Show Minutes Status
 - Show Legislative File Sponsors
 - Show Action Notes
 - Show Roll Call and Vote Information
 - Show Action instead of Action Text
 - List Attachments (optional)
 - Keep Section Together (optional)
 - Show ..Title
 - Show Enactment Number
5. Click on Run (top menu bar)
6. Review the minutes
7. Close Adobe Reader
8. Click on Close and Clear



Publish to Calendar (PDF)

1. Go to Minutes sheettab
2. Click on Reports
3. Select Meeting Minutes
4. Select Destination: Publish to InSite - Calendar (PDF)
5. Review Criteria:
 - Show Cover
 - Show File ID
 - Show Minutes Status
 - Show Legislative File Sponsors
 - Show Action Notes
 - Show Roll Call and Vote Information
 - Show Action instead of Action Text
 - Keep Section Together (optional)
 - List Attachments (optional)
 - Show ..Title
 - Show Enactment Number
6. Click on Run (top menu bar)
7. Click on Close

Note: Current Status remains Draft until the meeting body approves the minutes.

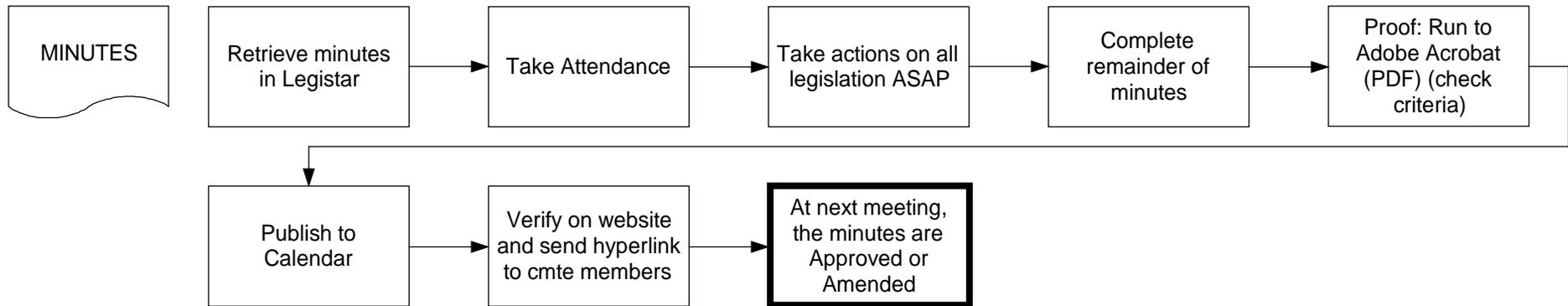


Verify on website and send hyperlink to cmte members

Verify the minutes are appearing on the website:

1. Visit: <https://madison.legistar.com/Calendar.aspx> to find your published minutes.
 - Copy the hyperlink to your minutes.
2. Open Outlook to send the email to committee members
 - Paste the hyperlink to your agenda in the message area.

DO NOT send any unapproved minutes to the Clerk's Office.



At next meeting, the minutes are Approved or Amended

After minutes are approved (or amended), the status needs to be changed to Approved (or Amended) and they need to be sent to the Clerk's Office for filing:

1. Click on Minutes (you will be on the Calendar sheettab)
2. Calendar sheettab will appear
3. Select meeting body from the "Minutes for the" drop-down
 - Click on Search
 - Select Minutes by date
 - Select Current Status: Approved (or Amended)
 - Click on Save
4. Click on Reports
5. Select Meeting Minutes
6. Select Destination: Publish to InSite - Calendar (PDF)
Click on Run
7. Visit: <https://madison.legistar.com/Calendar.aspx> to find your approved (or amended) minutes.
 - Copy the hyperlink.
8. Open Outlook to send the approved minutes to CL Meetings
 - Indicate the meeting body and meeting date in the subject line.
 - Paste the hyperlink to your minutes in the message area.