



CSSAC Meeting Checklist

**Unless otherwise noted, meeting hosts/chairs are responsible for ensuring these guidelines are followed*

BEFORE THE MEETING

PUBLIC NOTICE

(at minimum, must include CSSAC constituents and City Administration)

___ Regular Meetings

At least 7 days advance notice, including any changes to meeting time or place. Confirm with the Department of Neighborhoods CSSAC liaison that [this information is updated on the City Bulletin](#).

___ Committee Meetings

At least 7 days advance notice in at least one of the following:

- A newspaper of general circulation in the Commission Area
- Door-to-door
- Electronic media (which may include email, social media including the [CSSAC Facebook page](#), and s including the [City-hosted CSSAC webpage](#).)

___ Special Meetings

At least 3 days (but preferably 7) written notice in at least one of the following:

- A newspaper of general circulation in the Commission Area
- Door-to-door
- Electronic media (which may include email, social media including the [CSSAC Facebook page](#), and webpages including the [City-hosted CSSAC webpage](#)..)

PUBLIC ACCESS

___ In-Person

All Commission meetings should be held in the Commission Area in a regular meeting place which shall be an appropriate large room convenient for members and the public; booking and manage the meeting space (including but not limited to setup, technology, teardown, etc)

___ Virtual

Generally, all virtual commission meetings should be held via the CSSAC Zoom platform; this helps streamline the meeting experience and also centralizes recordings; meetings that occur on a regular interval (i.e., monthly) can be scheduled using the "recurring" option; enable the "Waiting Room" to manage incoming participants as they arrive

PUBLIC PROMOTION

___ (Optional, but Encouraed)

In addition to providing required public notice, as applicable, encourage engagement and attendance by publicizing the meeting information via physical notice (i.e., a flier or poster) in the commission area; door-to-door; and/or email, social media including the [CSSAC Facebook page](#), and webpages including the [City-hosted CSSAC webpage](#)..

DURING THE MEETING

PARTICIPATION

___ In-Person

All commission meetings are open to the public; committee member appointment/participation and voting procedures are outlined in the commission by-laws; as applicable, consult with site representatives with questions or concerns that relate to or might impact public access and participation OR regarding participants whose attendance violates site rules/conduct and/or impedes commission business

___ Virtual

All commission meetings are open to the public; committee member appointment/participation and voting procedures are outlined in the commission by-laws and/or the CSSAC virtual meeting protocols (updated May 2020); meeting hosts/chairs are responsible for managing the participation of non-commissioner and/or non-committee members according to the CSSAC by-laws; meeting hosts/chairs can add or remove participants at their discretion

RECORDS

___ Minutes

Record and/or delegate a recorder to capture meeting minutes; at regular full commission meetings, this is the responsibility of the Secretary (or another commissioner as delegated by the Chair)

___ Audio/Video Recordings

As applicable, use the Zoom (or other approved video meeting software) to record audio and/or video of all public portions of the meeting

AFTER THE MEETING

TRANSPARENCY

___ Reports

As applicable, compose a report to share with the full commission and/or constituents as appropriate (i.e., at a civic association meeting)

- Committee chairs should prepare a draft report to share at the monthly Executive Committee meeting (third Saturday at 8 A.M.) in order to aid the Chair in preparing and managing the agenda for the monthly commission meeting

___ Archiving Minutes

Meeting hosts and/or records should maintain a copy of monthly meeting minutes *[This section will be updated once our shared Google Drive and YouTube pages are live.]*