

# Public Meeting Notices and Agendas/How to Publish an Online and Printable Public Meeting Notice with Agendas

WikiBook eDemocracy eCitizen Public Meeting Notices and Agendas "How To"

How to Publish an Online and Printable Public Meeting Notice with Agendas

1. Principles:
  - Everything should be at a URL (time/date, location, jurisdiction, agenda items, people)
  - Every section of the page itself should be individually at a URL fragment and authoritatively citable and use embedded self-cite recommendation) so that each can have "Share-Like" functions.
  - Everything should cite to authoritative source and be citable (self-cites)
  - Standards for "Semantic" or "XHTML" for each component (e.g. RDFa for cal/time, microformats for events)
  - Include links to alternative standards (e.g. iCal, RSS, etc)
  - There should be a QR barcode for online, printed and mobile versions and other versions optionally.
  - Every page should use "pop-ups" recommendation ("Preview Online Page Universal Page Standard")
  - Point to the Rules under which the meetings will be held
2. Processes:
  - Applicable Procedures (quorum requirements, other rules for each part of meeting)
  - Commenting on Items, etc in advance of meeting.
3. Policies
  - Public vs. Private
  - Authenticated vs Pseudonym vs Anonymous Participation and Personalization
  - Comment and Participation and Collaboration (including policy and process for entertaining contributions that are not directly germane - e.g. "out of order" or "out of scope" and how those determinations are made for comments and online participation rather than in-meeting live rulings on points of order)
  - Proprietariness and Propriety - gift-ban rules on free services? Need for RFP or Public Notice to use Vendor?
4. Business and Functional:
  - Workflow for Public Employees and Officials (or authorized agents acting on their behalf) to auto-generate or manually create, amend or replace public meeting notices and agendas.
  - Required and Recommended Tasks: Publicize Broadly and Inform Relevant Constituencies, etc (check-list)
  - Role of "For Profit" "Non Profit" and other External Entities in Providing Services and in the Ecology of this information, communication and collaboration.
5. Examples of Meeting Notices and Agenda
  - Notice
  - Agenda
  - Pre-Meeting Phase
  - Meeting Phase
  - Post-Meeting Phase
  - Archive and Access

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