# Open Meeting Toolkit Process Chart







Identify 5+ people willing to organize local teams of volunteer meeting evaluators.

2

#### **Team Building**



Local team lead recruits
5+ community
volunteers to participate
in Hackathon and
Meeting Marathon.

3

#### **Hackathon Day**



Teams attend the Hackathon to kick off the Meeting Marathon.

4

# Local Scan (Map & Stats)



Collect data about public meetings in North Carolina. Add to map and Toolkit.

5

# **Meeting Schedule Commitments**



Teams commit to a Meeting Marathon: attend and evaluate 5K, 10K, or 26 local public meetings.

6

#### **Evaluate Meetings**



Teams use the Tookit to identify barriers to participation in local public meetings.

7

#### **Analyze Findings**



Teams analyze findings to identify barriers to participation.

8

## **Share Recommendations**



Teams make recommendations to local government.

FAQ

### What support will be available?

Code for the Carolinas will provide support at the Hackathon and throughout the Meeting Marathon.

### What if I can't attend the Hackathon?

The Hackathon is a kickoff event that provides an opportunity for teams to plan and meet the Code for the Carolinas team. Local teams are welcome to start at any time and they may welcome new members at any time.

#### **About the Toolkit**

The Toolkit is built by Code for the Carolinas based on earlier work by Code for Asheville and Sunshine Request. It provides the information local teams need to evaluate public meetings and to make recommendations.