Discussion Topics of the Ad Hoc Open Government Subcommittee (10/25/11):

- **Notice of meetings**
  - Adequate public notice, more than the minimum required if possible
    - Reserved notices sent out as soon as meeting is set (Agenda to follow)
    - Explore concept and limits of the use of special meetings
      - Train City Council and Staff (1-page sheet?) on types of meetings (regular, special, emergency)
  - Schedule of upcoming meetings on each agenda
  - Explore policy limiting use of special meetings
- **Meeting Broadcasts** (City Council, Subcommittees, Commissions, Study Sessions, etc)
  - Capabilities for Police/Fire Community Room, Joslyn Center, Library – Latest Update
- **Meeting Minutes**
  - Timely completion and posting of City Council, Subcommittee, Commission minutes
  - Format of minutes (action vs. summary)
- **Meeting Structure** (City Council)
  - Sticking to the Agenda
  - Time limits (audience participation)
    - Policy: Time Caps (15-minute cumulative and 3-minute individual). Currently set by City Council resolution.
    - Order/placement of audience participation
    - Other cities' audience participation models
  - Proper meeting management
    - Consent Calendar content (include routine items only)
    - Pulling of consent items
      - City Council should pull 1st with Staff introduction included
      - Clarifying questions and statements that could be addressed quickly vs. pulling an item
- **Conference/travel reports**
  - Councilmembers provide oral (first meeting after event – AB1234) and written reports w/attachments (cover page or outline plus supplemental materials gathered)
  - City Manager report on travel/conferences of senior staff
- **Staff Reports**
  - How to or not to include the public/stakeholders
- **Public Records Requests**
- **Electronic Community Discussion Board**
- **Evaluation of Granicus or similar tools/technology** to aid in meeting operation and audience participation:
  - Voting Lights
  - Public Timer
  - Electronic Agenda Packets
  - Others?
- **Work Plan Meetings**
  - Quarterly Updates and ongoing updates posted on the website
  - Scheduling of meetings