

UrbanLeap's checklist for virtual council meetings

Roles and responsibilities

- Who are the presenting participants?
 - Council members
 - City Attorney
 - Clerk
 - Staff scheduled to speak for council items
 - Other_____

- Understand who is responsible for everything on the backend, **before, during, and after** the meeting? This person should be responsible for:
 - Recording the meeting and making that recording available after the meeting.
 - Setting up the registration page.
 - Managing the dry run.
 - Teaching the presenting participants how to use the technology.
 - Establishing the rules for the meeting.
 - Anything else behind the scenes.

Registration

Presenting partners

- The presenting partners are made clear on the registration page.
- The agenda and topics for discussion are made clear on the registration page.

Citizens

- The registration page has accurate information and has been double checked.
- Citizens can view and sign up for the registration page.
- The email that citizens receive upon signing up at the registration page is informative, looks professional, and is typo-free.
- You have tested the registration / email function.
- Citizens receive an automated email reminder one week, one day, and one hour before the council meeting.

- Citizens receive an email after the council meeting, telling them where to find the recording, and providing other valuable information.

Dry run

Presenting partners

- All presenting participants have the necessary equipment (computer with functioning microphone and camera) as well as software that is downloaded and up to date. (You don't want to start a meeting and find that you have to install something.)
- Presenting partners can log in from their devices.
- They can turn their mic on and off.
- They can turn their video on and off.
- Staff members can communicate 1:1 with the presenting participants.
- It's made clear how presenting participants can "[raise their hand](#)" when they want to speak.
- Presenting participants understand how to screen share / show presentations.

Citizens

- Does public comment get read or simply added to the record?
- Citizens can log into the webinar / remote council meeting by phone AND computer.
- When citizens log in, their microphones and videos are automatically turned off, and can't be turned on, unless the moderator allows it.
- Citizens cannot engage with each other via the chat function. ([Many trolls have used this feature to harass and derail city meetings](#)).
- Citizens can ask questions to the presenting partners. [Many companies, such as Zoom, have a Q&A function](#) where the questions are not visible to other guests, but only visible to the presenting partners / moderator.

Technical and Logistics

- The meeting is being recorded.
- You have made it clear where the recording will be made available. (Youtube, Facebook, the city website?)
- You understand who receives the recording first for transcription.
- The rules for the council meeting are established, and someone is designated to explain these rules to the citizens at the start of the meeting. (These rules might be as simple as, "use the Q&A function if you have a question, the meeting is being recorded and will be made available, questions will be addressed in the last 30 minutes of the

meeting, and the chat, video, and microphone features of the citizens have been disabled for the sake of keeping order in a remote meeting.)

- The residents are able to submit public comments in advance of the session. What is the mechanism for them to do that?
- The agenda has been communicated clearly before the meeting.
- How does the posted meeting agenda translate to the virtual council meeting?
- The meeting has been publicized and advertised.