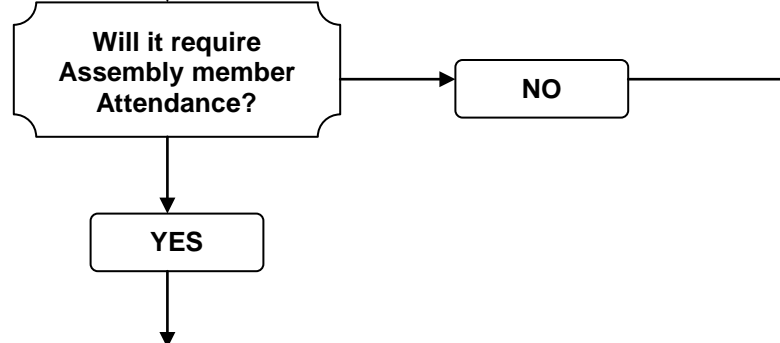
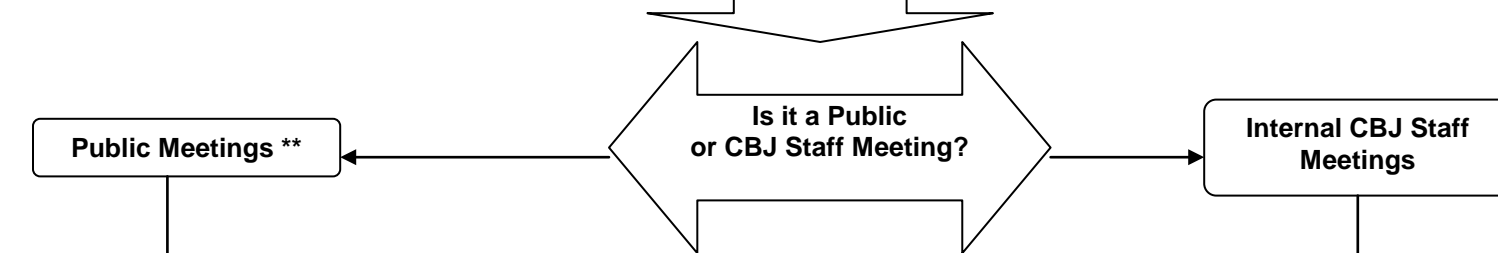


# CBJ Staff Instructions How to Calendar CBJ Meetings

\* Check room availability on the internet at:  
<http://www.juneau.org/calendar/index.php>  
You may want to look at a number of possible dates.



- ◆ Check Assembly travel schedule in Outlook under Public Folders/All Public Folders/Depts & Division/City Clerk/Assembly Calendar
- ◆ Contact Assembly members to establish quorum.
- ◆ Provide Clerk's Office with any new info on Assembly member availability. travel plans etc....

**\*\*\*STANDARD MEETING REQUEST PROCEDURES**

To request a room reservation, click on the Event Submission Form found at <http://www.juneau.org/calendar/index.php>

**Your form needs to include the below information:**

- ◆ Name, phone # and e-mail address of Meeting Coordinator
- ◆ Name of the group that will be meeting, meeting title, & type
- ◆ Date & Beginning & Ending Time of your meeting.
- ◆ Location you are requesting.
- ◆ Group type
- ◆ Department
- ◆ Any special needs for equipment for after-hours meetings.
- ◆ Any teleconferences will need to be arranged ahead of time, contact the Clerk's Office for additional information.
- ◆ Check the calendar after 24hrs to confirm meeting is scheduled

**Responsibility of a Meeting Coordinator:**

- ◆ \*All requests MUST be in writing, either through e-mail, mail or fax (586-4552). Do not consider it final until you receive our confirmation.
- ◆ \*\*Any questions about the Open Meetings Act should be directed to City Attorney Amy Mead at 586-5242.
- ◆ \*\*\*Assembly and Assembly Standing Committees and Clerk's Office for Elections has bumping rights to any meetings in the Chambers or City Hall Conference Room 224.
- ◆ The deadline for meetings to be included in the Your Municipality ad for proper notice through the Clerk's Office is Tuesday 11am of the week prior to your meeting so please make sure any meetings are scheduled well in advance of the deadline. Any public meetings that do not meet the deadline need to have a Public Service Announcement (PSA) sent out and that should be done by the requesting party. If you anticipate needing the Clerk's Office to send out your PSA, please make a note of that in your e-mail request.
- ◆ It is the responsibility of committee staff liaisons to insure agenda and packet preparation/distribution is done and posted online. Each committee/board meeting should have at the minimum, action minutes taken and preferably audio recordings made. **The committee staff or secretary also needs to send copies of agendas, packets and final minutes to the clerk's office for permanent record retention.**