From:	Hall, Stephanie
To:	Boards and Commissions
Cc:	Anderson, Eric
Subject:	2024 Regular Meeting Schedule
Date:	Friday, September 15, 2023 12:19:00 PM
Attachments:	BC Reservation Form.docx

Dear Liaisons,

It is time to plan and approve annual schedules! Please make sure every board or commission approves their 2024 regular meeting schedule in October or very early November. **Once approved**, send the approved schedule to the BC team (bc@austintexas.gov). We must receive the approved schedule by **November 30th** to maintain their place in the scheduling queue and for us to update the website accordingly.

Does the Board/Commission normally meet in City Hall?
In addition to the approved schedule, complete the attached room request form. Typically, reservation requests for City Hall space should be sent to the reservation desk, but please send these annual requests to the BC team (bc@austintexas.gov). We will only include **one** main contact in the room reservation.

Does the Board/Commission want to change the regular date/time of the meetings?
Keep in mind any potential changes may cause rippling scheduling conflicts. Most boards and commissions have established dates and times to maintain a decent rotation and room availability. It is unlikely we will be able to accommodate any changes in schedules at City Hall. Additionally, due to hybrid meeting limitations, we are only able to utilize Chambers or the Boards and Commissions Room for any open meetings at City Hall.

Some important things to keep in mind:

- Approval of the annual schedule is an action item that should be placed on the agenda as soon as possible.
- Schedules must be APPROVED by the board/commission to be included in the scheduling queue. Please do not send our office any draft schedules.
- An approved schedule must detail each individual meeting date in a list format (not just "2nd Tuesday of the month"). Do not send pdf, images, or calendars – we need a text format list.
- City Hall bookings will not begin until Council and Council Committees have approved their schedules and are booked - this could be mid to late December.
- Remember that meetings may **not** be held on any federal, state, or City Election day. Please be sure to consider holidays, spring break, SXSW, ACL, etc. when adopting the annual schedule.
- **Schedule shifts** – **if a date is changed due to a holiday/closure, it will NOT be booked during the first phase of scheduling**. We are unable to guarantee the reservation of an alternate date and other arrangements may be necessary. It is the liaison's responsibly to make any alternate arrangements for any alternate dates or locations.
- City Hall is at capacity! Priority is generally determined by who has historically met in a specific room/date/time, however, approved schedules must be submitted by the deadline or

requests may not be booked regardless of pervious scheduling.

- During budget month Council has priority for all rooms at any time. We will send notifications of conflicts as we encounter them, but changes often arise last minute, please plan accordingly.
- If for any reason we are unable to reserve a regular meeting date due to Council scheduling or if your meeting is bumped because of Council, it is the liaison's responsibility to make alternate arrangements. Potential changes can be coordinated with our office after ALL meetings have been booked in City Hall for the year.
- Once rooms have been reserved at City Hall, we will send a notice. It is the responsibility of the liaison to verify rooms/dates have been reserved as expected and to follow up on any discrepancies.
- Hybrid board/commission meetings must be held in spaces that have videoconference capabilities and sufficient space for the entire body to attend (even if they do not) including staff and members of the public.
- The 2024 regular meeting dates will be added to the respective website by the end of the year.

Contacts for potential locations with hybrid meeting spaces:

- Austin Energy Mueller Location: Rosalinda Mendez; Rosalinda.Mendez@austintexas.gov
- Permitting and Development Center: Ramona Finos (512) 978-4596; Ramona.Finos@austintexas.gov
- City Hall: Marie Pardo, City.Clerk@austintexas.gov

Let us know if you have any questions about this process.

Sincerely,
Stephanie Hall
Assistant City Clerk