Workflow

Identify Topic that will be Presented to Council

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Obtain Director's Approval of Topic
(approval process may vary by department)

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Add Topic to Internal Committee Agenda
(agendas are located in designated folder within *Internal Committees* folder on N Drive)

Prepare Committee Memo for Internal Committee Meeting
(template in *Internal Committees* folder on N Drive)

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Save committee memo and any attachments in dated meeting folder
Firm Deadline: 5 p.m. on Friday
(before the internal committee meeting)

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Receive Direction for Topic at Internal Committee Meeting

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If approved for Committee of the Whole, prepare an updated memo and save it, along with any attachments, in the appropriate folder within the *Committee of the Whole* folder on the N Drive
Firm Deadline: 5 p.m. on Wednesday
(before the Committee of the Whole meeting)