



# REFERENCE SHEET: TYPES OF MEETINGS

## Meetings of the full Assembly

1. **Worksession** – A gathering of the Assembly for the purpose of obtaining information and discussing an announced topic. Topics are determined by the Chair. Worksessions are publicly noticed, recorded, and staffed by the Clerk’s Office.
2. **Committee meeting** – A gathering of members of a municipal body appointed by the presiding officer of the municipal body to consider assigned topics as determined by the Committee Chair or Co-Chairs. Committee meetings are publicly noticed, recorded, and staffed by the Clerk’s Office.
3. **Special Committee** – A group established by the chair, or by a majority of assembly members by resolution, which can include Assembly members and members of the public. Example: Anchorage Equity Committee-of-the-Assembly. Meetings are publicly noticed, recorded, and staffed by the Clerk’s Office.
4. **Task Force** – A temporary group created by a municipal body to consider assigned topics. Task force meetings are publicly noticed and are staffed by the Clerk’s Office, the Legislative Services Office, outside contractor, or other group as determined by the Chair or by resolution.
5. **Town Hall/Summit/Forum** – One-time events or a short series of events that are open to the entire community and can include presentations or discussions from experts, stakeholders, public officials, etc. These meetings, scheduled through the Chair, are a way to meet to discuss specific topics, to collaborate, to hear from constituents. Town Halls usually include presentations followed by public comments. Summits and Forums are usually large community gatherings where there are opportunities for dialog amongst participants. All are publicly noticed by the Clerk’s Office. Staffing, if any, is determined by the Chair.
6. **Retreat** – Typically a full-day gathering of the Assembly called by the Chair to provide training, conduct long-term planning or dive deeper into a topic(s) currently before the Assembly. Retreats are publicly noticed and recorded and are typically staffed by the Legislative Services Office.



# REFERENCE SHEET: TYPES OF MEETINGS

## Meetings of individual Assembly Members or groups of less than three Assembly members

*\*Note: These types of meetings/events are member-led and not official meetings of the body.*

1. **Community Conversation hosted by a member(s)** – An individual member, or group of less than three members, may host meetings with constituents in a variety of ways. These community conversations are hosted, staffed, and organized by the member(s) and their aides. Meeting details can be provided to the Legislative Services team a minimum of 48 hours in advance to have it added to the Assembly Community Events Outlook calendar.
2. **Working Group** – An informal group of less than three members meeting to tackle a specific topic or issue. Typically, these groups include stakeholders, industry experts, Municipal staff, and others with knowledge or expertise in the topic area. Example: Tri/Fourplex Working Group. These groups are not publicly noticed or recorded but may include a scheduling note on the Assembly's calendar so that other Assembly business is not scheduled at the time of these working group meetings. Working groups are typically staffed by the Legislative Services Office.