

Governing Body* Homepage on Official Web Site

1. Separate link on the Government Homepage to the Governing Body* or "Elected Officials".

Elected officials on the Governing Body* (listing in the County Directory does not fulfill these criteria)

2. Name
3. Title (if applicable, such as Chair, President, Vice President, Treasurer)
4. Contact information (phone and/or email address)

Meetings and Proceedings of the Governing Body*

5. Meeting Calendar for Board/Council If no web calendar is provided, may substitute information noting where on the web site meeting information is posted.
6. Agendas & Minutes of Board/Council
 - a. for the current calendar year
 - b. past meetings archive / past year(s)

Committees (if applicable)

7. Listing of Standing and Ad Hoc Committee
8. Committees Meeting Calendar/Schedule
(does not need to a separate calendar but may be combined with board meetings, etc.)
9. Link to minutes and agendas for each committee (current calendar year – minimum)
10. Listing of committee members with contact information for (at least) for committee chair or staff

Special Designation will be awarded for Official Web Sites that meet the above criteria and also include at least four of the following:

- i. Biographies of all elected officials in the Governing Body
- ii. Terms of office start and end dates for elected officials in the Governing Body
- iii. Ward/district maps for elected officials in the Governing Body (if applicable)
- iv. Photograph of the Governing Body
- v. Photos of individual Governing Body elected officials along with name listing
- vi. How to run for office / Candidate Information (often published by County Clerk) linked on the Governing Body's homepage
- vii. Spanish or other language options in addition to English
- viii. Posts vacancies in committee seats or other appointed or elected offices/positions.

*For purposes of these criteria, "Governing Body" refers to a County Board, City/Common Council, Village Board, Town Board, School Board, or the equivalent.