

VoteLynx Workflow Diagram

Pre-Meeting

Agenda & Document Management

- Sponsor drafts item
- Create and compile department documents
- Manage and track item review and approval process with audit trail
- Manage pre-meeting document workflow, collaboration & retrieval
- Compile agenda with digital document packets for paperless workflow
- Email notifications and calendar management
- Publish agenda and meeting packet to electronic document

Citizen Engagement

- Import agenda data from database or Word copy/paste
- Distribute electronic agenda documents to web with links to agenda packet

During Meeting

Roll Call Voting

- Member Roll call and quorum
- Process item motions
- Move through consent and regular agenda
- Tally all meeting actions and vote results
- Take notes during meeting
- Automatically create time date stamped video streaming links to meeting actions

Meeting Management

- Request-to-Speak, discussion modes
- Microphone control
- Speaker presentation and voting timers
- Recognize and log public speakers

Information Management

- Show agenda items, speakers, timer count, motions & vote results on video displays & broadcast
- Access to meeting agenda and supporting documents
- Record actions and item results into SQL database with time date stamps
- Record indexed audio and video

Control System

- Full audiovisual, lighting, access and HVAC control
- Signaling, paging and messaging
- Microphone and room audio level control
- Camera pan tilt control
- Automated video switching for broadcast and streaming

Post-Meeting

Document Management

- Automatically update item status for future actions based on result data sent by VoteLynx
- Publish meeting minutes with support material to electronic documents

Citizen Engagement

- View video streaming with links to agenda item details and meeting packet documents
- Distribute electronic meeting minutes to web automatically
- Access to data on web site using advanced search capabilities

