

Memo on LCCMR Meeting Scheduling and Details

This memo provides details about how LCCMR staff schedule LCCMR meetings, disseminate meeting agendas and materials, and protocols for member RSVPs. Please review this document so you are familiar with when to expect information about various LCCMR functions.

Note that, in most cases, communication about LCCMR meetings will originate from the LCCMR email account (lccmr@lccmr.mn.gov), or our GovDelivery listserv (mnlccmr@public.govdelivery.com)

How we schedule LCCMR meetings:

- **Beginning of the calendar year**
 - Outlook calendar holds are sent for dates and approximate times of LCCMR meetings. Please accept the calendar invitation so it appears on your calendar.
 - Meeting holds are sent to LCCMR members, legislative assistants, relevant Senate and House nonpartisan staffers, and LCCMR staff.
- **At least 10 days prior to a scheduled remote or hybrid meeting**
 - Calendar hold is updated by LCCMR staff to include meeting location (including in-person and virtual), time, agenda, and link to [LCCMR Meeting Schedule page](#).
 - **Please accept the updated calendar invitation**, otherwise meeting details will not appear on your Outlook calendar.
 - LCCMR staff will email parking instructions and code to citizen members separately.
- **Two days before a scheduled meeting**
 - LCCMR staff will send a reminder email from lccmr@lccmr.mn.gov confirming meeting details, as well as information for attending in person or virtually.

Meeting Agendas and Materials

- Meeting agendas are available from the [Meeting Schedule](#) page of the LCCMR website at least 10 days before the meeting. The agenda will include links to any materials available at the time. Initial posting of the agenda and any subsequent revisions to the agenda will be announced via GovDelivery, and the Meeting Schedule page will be updated with a revised agenda.
- Meeting materials are not always available when the agenda is posted. LCCMR staff add meeting materials to the meeting page as they become available. The reminder email two days before a scheduled meeting will include a link to available meeting materials for review before the meeting.

Member RSVPs

- **Approximately 10 days prior to meetings with significant action items**, staff will send an email from lccmr@lccmr.mn.gov asking members to RSVP and indicate if they will be attending remotely, in person, or not at all. Please note it is an expectation that LCCMR members attend all meetings.
- If the RSVPs indicate fewer than 6 people attending in person, the meeting will shift to fully remote. LCCMR staff will send an email notice from lccmr@lccmr.mn.gov regarding the change and will update the calendar invitation accordingly.
- Members who RSVP with a conflict will be marked as **excused**. Those who do not provide notice of a conflict prior to a meeting will be marked as **absent**.