

Tips for Covering a City Meeting

Covering City meetings can take on two forms: being asked to write a report on an entire meeting or a specific item that was addressed.

Please be advised that beginning again in August 2021, only City Council and Planning Commission will be streamed online and on local television. Recordings will be available by the next day. All other meetings are only in-person. Therefore, you must attend them.

When covering an entire meeting, you should watch the entire meeting and take notes that specify who said what. It is a good idea to time stamp your notes occasionally and specify what specific agenda item is being discussed.

It is your legal right to record any public meeting in any form you wish to record it (audio and/or video).

Before writing up a meeting report, please discuss with your editor what the main theme and idea of the article should be. Depending on the topic, this will be done before or after the meeting. When assigned to cover a meeting, please arrange in advance when you will talk with your editor about what happened at the meeting.

When covering a specific agenda item only, still take good notes that specify who said what and that are occasionally time stamped. If this is a specific item from Council, it can be viewed the next morning. When assigned to cover part of a meeting, arrange in advance when you will talk with your editor about what happened at the meeting.

The schedule of City meetings and links to agendas (and videos when appropriate), can be found here: <https://cityofeastlansing.civicweb.net/Portal/MeetingSchedule.aspx>