



“ We’ve been able to save up to 19 hours per week on our agenda process which translates into real dollar savings for our county. ”

Anne Noris / Clerk of the Council, King County, WA

Reach new levels of automation with a complete legislative solution

- Eliminate manual workflows. Create and manage items for agendas in one system.
- Automate agenda item approvals with electronic approval processes.
- Simplify agenda creation—automatically compile files and supporting materials for upcoming meetings.
- Publish minutes with end-to-end automation.
- Easily track legislation and generate historical reports for staff, citizens and council.

Comprehensive and automated agenda workflow.

Legislative workflows often require a significant commitment from clerical staff. Drafting legislation, getting items approved, compiling information from various departments, and creating an agenda are integral parts of the pre-meeting process, yet can be very time-consuming. Then, there are live and post-meeting processes that staff must follow to ensure an accurate account of a meeting. With so many moving parts, steps can be overlooked or items can be inadvertently dropped. Using a completely automated, round-trip legislative workflow solution can save staff countless hours while helping them maintain legislative accuracy.

Granicus’ Legislative Management Suite, powered by Legistar technology, allows government staff to easily manage the entire legislative process from start to finish. From drafting files, through assignment to various departments, to final approval, this suite is an automated solution designed to reduce workloads and create a more efficient method for managing decisions.

This suite maintains all legislative data and tracks each item’s path through the entire process. Plus, it allows staff to quickly and easily publish agenda and minutes documents to the Web, helping ensure records availability and promote government transparency.

Simplify the agenda creation process.

- **Create legislative items for meeting agendas.**
Easily create new files for meeting agendas. By indicating the item type (resolution, ordinance, communication, etc.), meeting body in control of the item, and the item's status, items are automatically placed on the appropriate upcoming meeting agenda.
- **Draft items in a familiar system and add supporting materials.**
Simply type the file text directly into the system or draft it in the familiar template of Microsoft Word®. Create templates and standard paragraphs for quick drafting. Once the text of an item is complete, add supporting attachments of any file type to substantiate the item.
- **Automate agenda item approvals with electronic approval routing.**
Electronically route agenda items for approvals. Create an automated approval sequence and let the system manage the work. Selected approvers will be notified when the item is ready for their review. Approvers can review all item details, supporting documents, make edits and approve or deny the request.

Keep the public informed - publish agendas and minutes to your website.

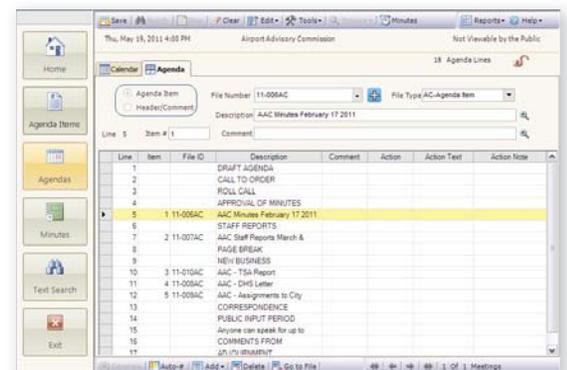
- **Assemble complete agendas packets for upcoming meetings.**
Gather and compile legislative data for meeting agendas with the push of a button. Items are automatically placed on agendas based on the item's status and the meeting body in control. Agenda items can also be added on the fly or selected from a drop-down menu of existing files. Once the agenda is compiled, print or publish full packets to the Web.
- **Publish minutes and reassign items to the appropriate department.**
All actions, votes, and notes can be captured for a seamless, round-trip workflow. Staff can publish draft minutes to the organization's website within minutes of a meeting's adjournment. Plus, the system can reassign agenda items to the appropriate department based on the actions taken during a meeting, saving staff time and reducing errors.
- **Track legislative items and generate historical reports.**
Track bill, ordinances, resolutions or other legislation from inception through approvals and actions taken. Staff can easily search all file history and generate legislative reports.

Feature List

- Draft files and edit text in Microsoft Word™
- Add supporting documents
- Cross-reference items to agendas and minutes
- Set electronic approval routing
- Review agenda item history
- Automatically assemble and publish agenda packets
- Auto-number agenda items
- Create templates for each meeting body
- Record roll call, motions, votes, and discussion
- Automatic item referral routing
- Publish minutes to the web
- Full text search
- Print search results
- Searchable meeting calendar
- Unlimited users and records
- Video streaming integration



Easily create agenda items, add supporting documents, and electronically route for approvals.



Automatically generate agenda packets for upcoming meetings and publish them to your website.