



# Memo from City Clerk

**To:** City Council Members , Mayor Parry , Dept. Heads , and Media

**From:** Gale A. Neulieb

**Date:** January 13, 2022

**Subject:** City Council Workshop

A Council Workshop has been called by Council President Nelson Deutch for Wednesday, January 26, 2022 at 6:00 P.M., via “Zoom” and Streaming Live on “My Michigan City” Facebook page.

- The purpose of the meeting is to review and discuss procedures that need to be followed by all City Boards and Commissions

## **Workshop Agenda:**

**Meeting Notification and Open-Door Laws  
Bylaws and Robert’s Rule of Order  
Minutes  
Zoom  
Meeting Etiquette**

**ATTENTION DEPARTMENT HEADS: PLEASE HAVE A MEMBER OF EACH OF YOUR DEPARTMENT’S BOARDS/COMMISSION ATTEND THIS WORKSHOP FOR CLARIFICATION ON PROCEDURES TO FOLLOW FOR BOARDS AND COMMISSIONS**

You are invited to a Zoom webinar.

When: Jan 26, 2022 06:00 PM Central Time (US and Canada)

Topic: Council Workshop Boards and Commissions

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86733578030?pwd=UGNxcm5QaVdpO0YxOWhhU3M5MTk1UT09>

Passcode: 509738

Or One tap mobile :

US: +13126266799,,86733578030#,,,,\*509738# or +16465588656,,86733578030#,,,,\*509738#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 9128 or +1 253 215 8782

Webinar ID: 867 3357 8030

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