Tyler Meeting Manager

Maximize Your Meetings

Meetings are a cornerstone of local government. They provide a forum for officials, staff, and citizens to discuss critical issues — whether they are reviewing the district budget or plans for a new park, evaluating changes to city services, or contesting their property tax valuations. Executing a successful meeting requires detailed organization, meticulous planning, and sustained collaboration between offices and staff. The process of submitting and approving topics, creating an agenda, and archiving all the information takes significant time and effort to accomplish. Tyler Meeting Manager™ is designed to streamline these processes so that your meetings go off without a hitch and your team can focus on the discussions at hand.

Schedule Your Meetings — Schedule with ease and plan for future meetings.

- Use an intuitive meeting calendar to select the optimal date and time
- Schedule regular meetings in a series or an individual special meeting
- Reschedule or cancel any single meeting occurrence with drag-and-drop ease

Benefits of Tyler Meeting Manager

- Scalable to accommodate both small offices and complex, multi-department jurisdictions
- Clean, modern user interface streamlines all meeting processes
- Color-coded meeting calendar helps users select an optimal date and time
- Modify a meeting series by adding or moving individual meetings as needed
- Collaborate by allowing others to access, review, approve, and reject agenda items
- Paperless process saves time and money
- Drag-and-drop functionality is easy to use and efficient
- Integrated content management provides easy access to all documents
- Convenient web portal increases transparency

With centralized documentation, Tyler Meeting Manager helps staff, elected officials, and citizens prepare their talking points for a more focused discussion or informed vote.

For more information, visit tylertech.com
or email info@tylertech.com

Empowering people who serve the public

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Gather Topics and Materials — Collect and streamline submissions for council or board meetings and copy escalations from department committees.

- Attach critical documents such as budgets, contracts, charts, maps, and other content to the agenda topics
- Submit items for future meetings or reassign items from an overbooked meeting to a future one
- Provides unlimited document storage in the cloud

Collaborate and Confirm Your Agenda — Manage meeting details, topics, and attachments to create a logical meeting flow.

- Review, edit, and comment on items before they are approved for the agenda
- Follow parliamentary procedure by adding workflow and tracking action items
- Assemble your agenda easily with section headings and agenda templates

Share Meeting Minutes — Be transparent to your citizens and ensure compliance to Open Meetings Act by publicly posting minutes and agendas.

- Import and publish meeting minutes
- Notify users of completed minutes and agendas
- Designate both private and public sets of minutes and agendas

**Tyler Meeting Manager features built-in workflow to help assemble, review, and approve a meeting agenda. Users can propose topics such as new school bus routes and crosswalks, and attach a map to illustrate signage requirements and traffic implications. The agenda is then circulated for inputs and approvals.**