

MEETINGS STORIES ARE THREE STORIES:

- 1. ADVANCE**
- 2. MEETING**
- 3. FOLLOW-UP**

ADVANCE STORY:

1. Know the issues
2. Know your Open Records and Open Meetings laws
3. Check the agendas for the issues
4. Know the players in the meeting and talk to them about the issues

MEETING STORY:

1. Arrive early, get seat next to aisle about halfway down or in press section
2. Chat with board, council, commission members, audience about issues, where they going to be after meeting, etc.
3. Make sure you understand every item on agenda, even if it's a council consent agenda, so you don't miss anything
4. Diagram of where members sit and number and ID them
5. Different from speech and news conference cause of the number of speakers
6. Know the system, know Roberts' Rules of Order
7. Issues type of meeting discussion, action, public hearing, etc.; vote on any major issue and analyze vote; what's the next step, does it need another vote or is it now a law, policy, etc.; impact on readers; quotes; background of issues

FOLLOW-UP STORY:

1. Reaction to any action taken or discussion
2. Analysis from members, staff, experts, readers
3. Impact on readers
4. Quotes
5. Background of issue
6. Next steps

WRITING OF STORIES:

1. Lead with issue or issues, not the council will meet
2. Single-incident lead or multiple-incident lead or feature lead
3. One story or several stories on different issues?
4. Meeting usually an inverted pyramid; Advance and follow-up can be softer
5. Make sure you get all sides of issues
6. Emphasize impact of issues on readers