

# Virtual Town Hall Meeting Sample Facilitation Plan

## Participants for Public Committee Meeting:

- Policy Committee Co-Chairs
- Committee Staff (if applicable)
- Tech Support (highly recommended!)
- At-Large Committee Members (i.e. members of the public who signed up to participate)

## Objectives

- Welcome attendees and share expectations of engagement
- Anchor engagement in the newly elected officials policy platform
- Share what we have heard from voters so far and themes that have emerged
- Share updates on the policy platform the committee is considering
- Gather input from all at-large members on how policy changes could impact their lives

## Action Items Before the Meeting

- Send a meeting invitation and reminders to all registered participants
- Customize “Virtual Town Hall Meeting Deck” to fit Transition Policy Committee information
- Design breakout rooms, if needed (see below)

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Time (min)	Objectives	Activities
X:XX - XPM (10 min)	Welcome At-Large Members and share expectations of engagement	<b>Welcome</b> <ul style="list-style-type: none"><li>• Introductions, goals, and agenda for the meeting</li><li>• Provide brief overview of the Transition Policy Committee’s process</li><li>• Introduce committee co-chairs</li><li>• Share participation guidelines, including how to get involved and receive updates</li></ul>
X:XX - XPM (5 min)	Anchor our engagement in the newly elected official’s policy platform	<b>At-large engagement process overview</b> <ul style="list-style-type: none"><li>• Share the role of At-large committee members is to: 1) explore how the newly elected official can implement their policy platform and 2) provide expertise on how the policies will impact their lives</li><li>• Give guidance on how the public can continue to stay involved in the work of the newly elected official</li></ul>

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X:XX - XPM (5 min)	Share what we have heard so far through our online platform and dive deeper into themes that have been raised	<p><b>What we've heard</b></p> <ul style="list-style-type: none"> <li>• Highlight key findings from feedback submitted through the engagement platform (i.e., lots of support for a particular policy change, key quotes, concerns raised, etc.)</li> </ul>
X:XX - XPM (35 minutes)	Gather input from members on how policy changes could impact people's lives	<p><b>Breakout room activity introduction</b></p> <ul style="list-style-type: none"> <li>• Committee members should each join one breakout room; if other committee members are present, they should join their working group room to listen/take notes</li> <li>• Members can provide responses by 1) using the zoom function to "raise their hand" and then will be invited to speak or 2) use the chat function to type their responses</li> </ul> <p><b>Activity</b></p> <ul style="list-style-type: none"> <li>• Explain that participants are to choose 1 topic area breakout room they would like to join for the next 30 minutes to share their answers to the following questions about the specific policies: <ul style="list-style-type: none"> <li>o How will these policy changes have an impact on you and your family?</li> <li>o How will these policy changes have an impact on your community?</li> <li>o Do you have any questions or concerns about any of the policy changes?</li> </ul> </li> </ul>
X:XX - XPM (5 minutes)	Thank you!	<p><b>Wrap up and Next Steps</b></p> <ul style="list-style-type: none"> <li>• Thank your At-Large Members</li> <li>• Remind members of the next meeting (if applicable) and share additional ways to stay involved (website, newsletters, inauguration, etc.).</li> </ul>