

FORMATTING NOTICE DOCUMENTS

1. **ALL documents MUST be saved in either .docx, .xlsx, or .pdf file format.**
2. **Meeting documents should NOT be saved into one file. Make sure to save all handouts separately.**
3. **The subject line of email must match the notice file name.**
4. **Naming Documents:**
 - a. **1st** - The date: 20210706
 - b. **2nd** - Type of document: (i.e., minutes, handout, notice, excusal, agenda, late arrival, early departure)
 - c. **3rd** – Name/Subject: Special Committee on Formatting Documents Meeting

Examples (Notice):

20210706 Notice Special Committee on Formatting Documents

20210706 Notice Finance Committee Meeting

20210706 Notice 2021-2022 Jacksonville Waterways Commission Meeting Dates

20210701 Notice 2021-2022 Council Agenda & Council Meeting Notification (Annual Notice)

20210701 Notice CP XXXXX Committee Charge for Special Committee on Redistricting

20210715 Notice CM XXXXX and CM XXXXX Meeting RE Community Development

20210706 Notice CM XXXXX Town Hall Meeting District XX

20220706 Amended Noticed Meeting Special Committee on Formatting Documents

Examples (Agenda):

20210706 Agenda Noticed Meeting Special Committee on Formatting Documents

20210706 Amended Agenda Noticed Meeting Special Committee on Formatting Documents

Examples (Minutes):

20210706 Minutes Noticed Meeting Special Committee on Formatting Documents

20210706 Amended Minutes Noticed Meeting Special Committee on Formatting Documents

20210706 Twice Amended Minutes Noticed Meeting Special Committee on Formatting Documents

Examples (Handouts):

20210706 Handout Strategic Plan Initiatives Noticed Meeting Special Committee on Formatting Documents

20210706 Handout Examples of Titles Noticed Meeting Special Committee on Formatting Documents

20210706 Handout CM XXXXX Noticed Meeting Special Committee on Formatting Documents

20210706 Handout Finance Committee Budget Hearings 2021 Calendar

Examples (Others):

20210706 Early Departure CM XXXXX Noticed Meeting Special Committee on Formatting Documents

20210706 Late Arrival CM XXXXX Noticed Meeting Special Committee on Formatting Documents

20210706 Excusal CM XXXXX Noticed Meeting Special Committee on Formatting Documents

5. Added Notes:

- a. *Cancellation* describes “the type of document” and should be listed immediately after the “date.”
- b. *Amendments* are handouts, and the word should be listed in the title.

20210706 Cancellation Notice Special Committee on Formatting Documents

20210706 Handout Amendment #1 CM XXXXX Noticed Meeting Special Committee on Redistricting

20210706 Handout Strategic Plan Initiatives Amendment #2 Noticed Meeting Special Committee on Formatting Documents

20210706 Handout CM XXXXX Floor Amendment on Titles Noticed Meeting Special Committee on Formatting Documents