Setting up the Constitution as Committee

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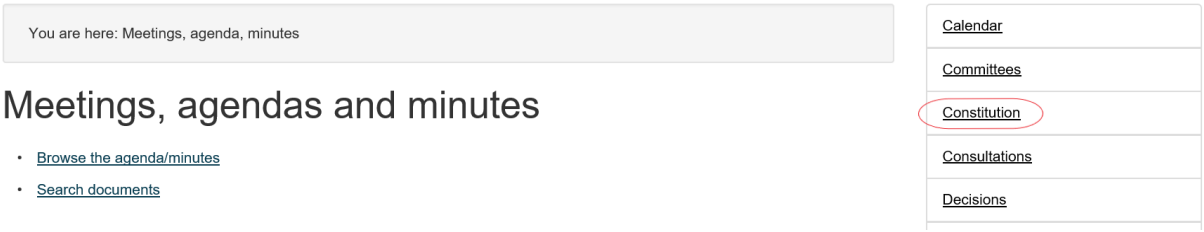
1 Overview

This manual describes the process for Organisations that wish to set up their Constitution as a Meeting, rather than using the Library folders.

The process involves setting up a specific webpage link for the Constitution on the navigation toolbar.



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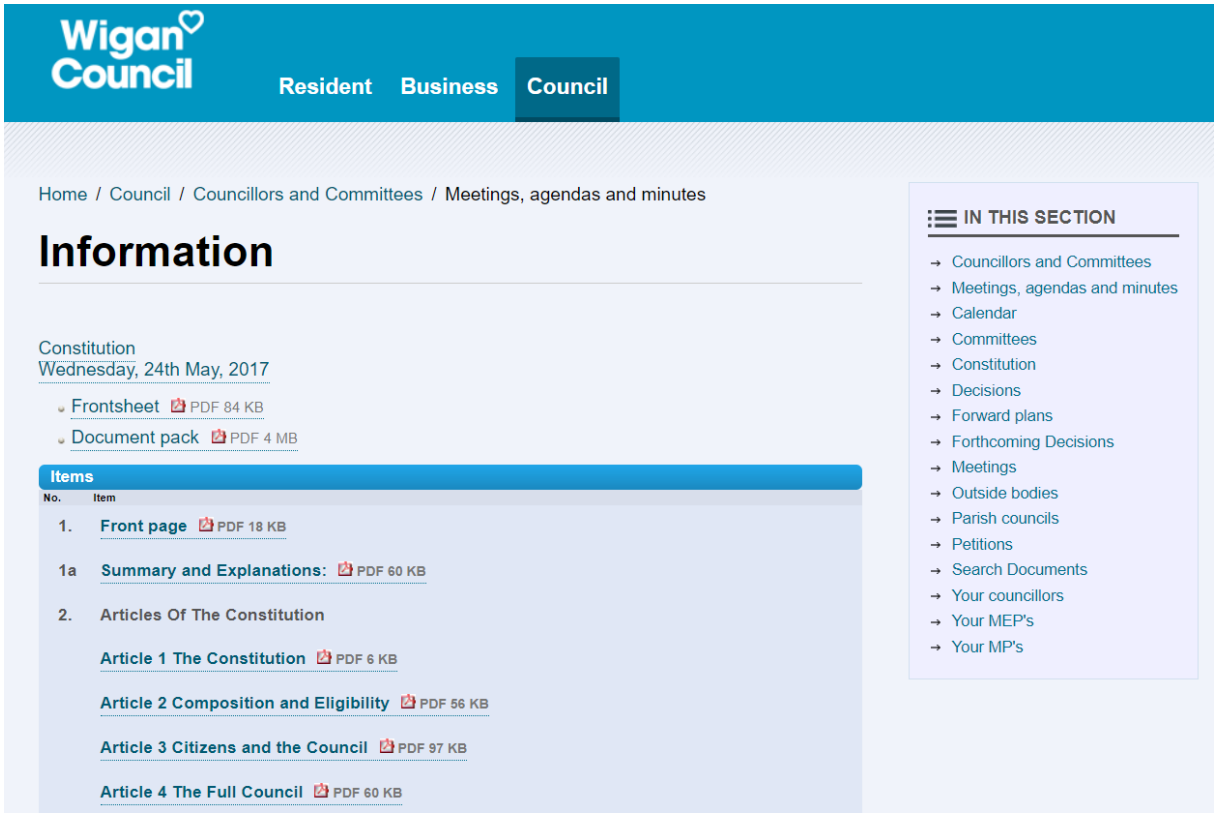
2 Constitution Display Options

There are two options for displaying the Constitution, as shown in the following examples.

2.1 Singular Meeting

A link pointing to a singular meeting, please note the following example via the link and screen shot below.

Wigan Constitution webpage:
http://democracy.wigan.gov.uk/ieListDocuments.aspx?CId=352&MId=2756&Ver=4&Info=1&a=1



If not planning to keep or publish a list of archived versions of the Constitution, the Singular Display option is recommended.

However, it is possible to retain archived versions in the system. Please see **Section 7 – Publishing the Constitution (Singular Meeting)** for more details.

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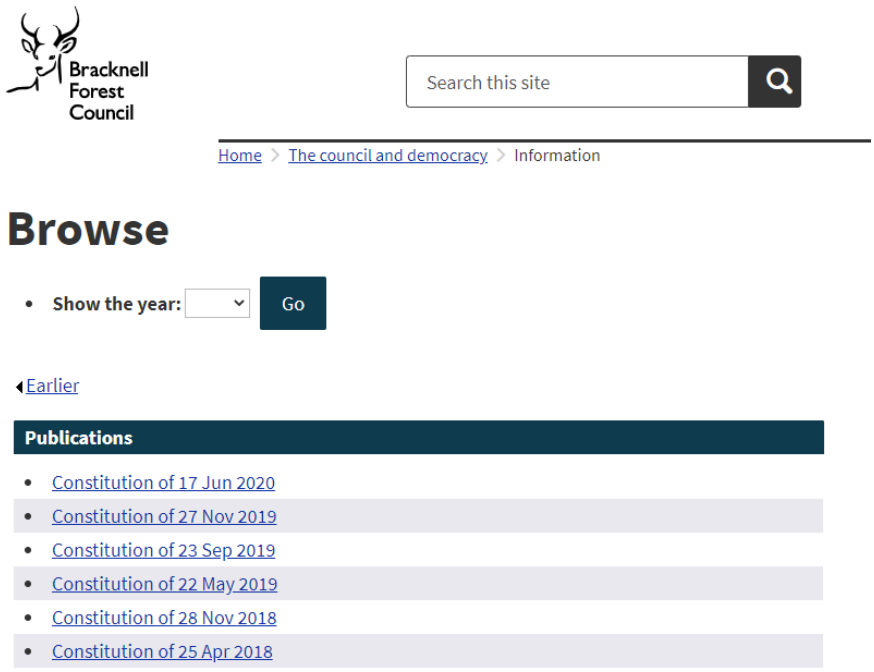
2.2 List of Published Versions

A link pointing to a list of published versions, please note the following example via the link and screen shot below.

Bracknell Forest Constitution webpage:

http://democratic.bracknell-forest.gov.uk/ieListMeetings.aspx?CId=527&info=1



If using this option, a list of archived/older published versions will be visible to members of the public.

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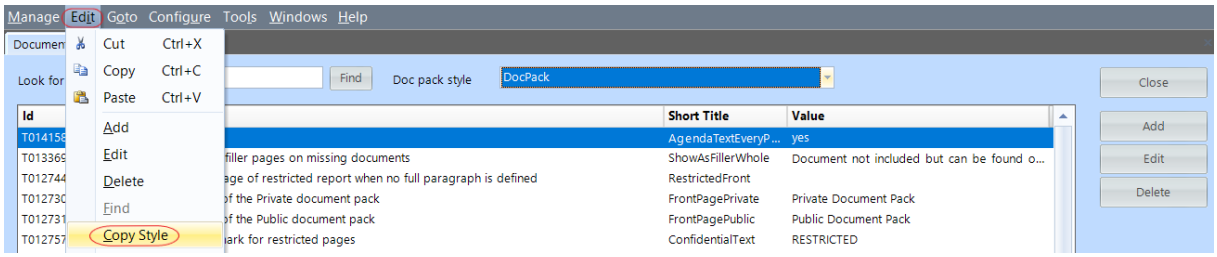
3 Constitution Settings

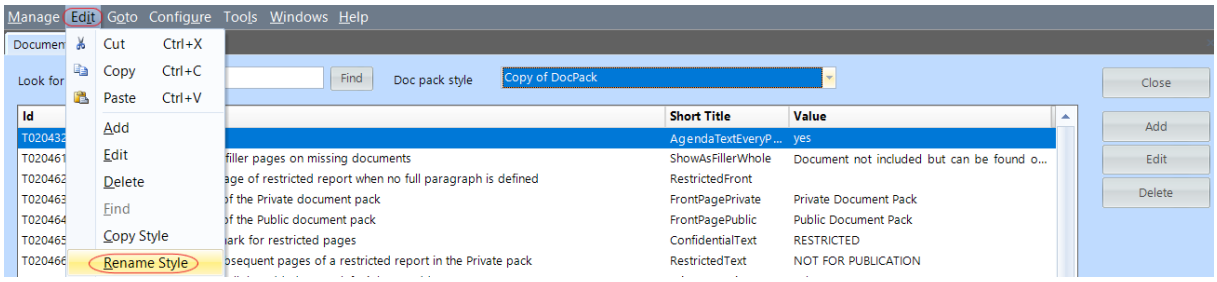
3.1 Constitution Doc Pack Style

It is recommended to set up a doc pack style which will ensure that when the Constitution is merged no agenda item headings, etc, are listed within the document. Additionally, a new template may also be required for the Constitution. Please contact Support if assistance is required with this.

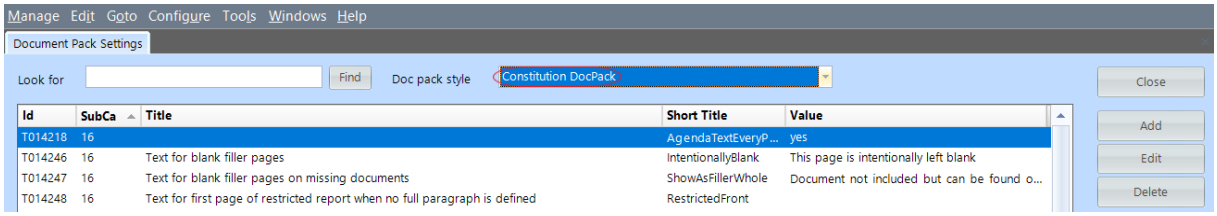
Click **Configure**, followed by **Advanced**, and **Doc Pack Styles**. The original Doc Pack Style should be listed within the Doc Pack Style field (do not amend this version). Click **Edit** (from the top menu), followed by **Copy Style**.



Click **Edit** (from the top menu), followed by **Rename Style**



Name the Doc Pack Style ***Constitution DocPack***.



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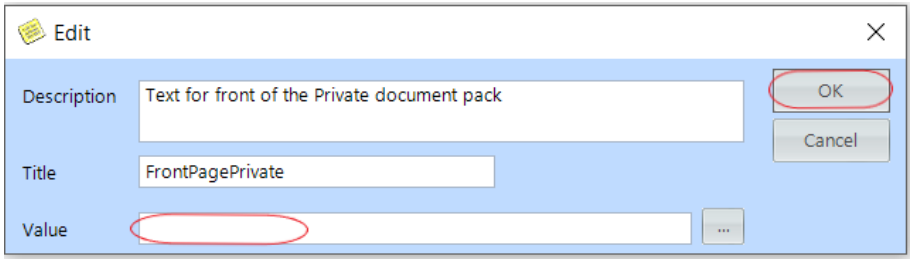
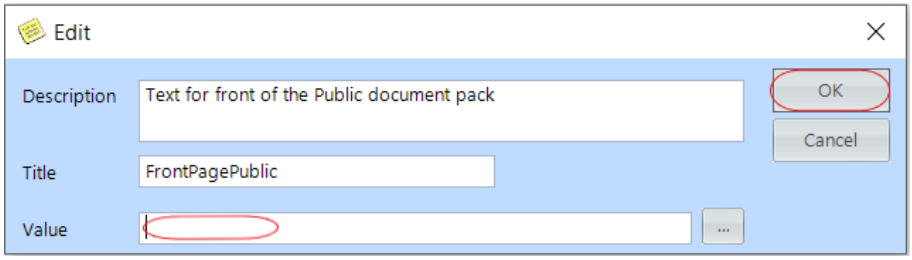
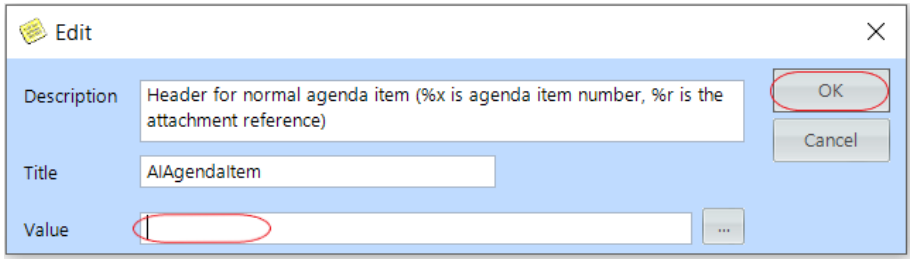
Select the item with the Short Title ***FrontPagePrivate***, click **Edit**, delete the **Value** text and click **OK**.



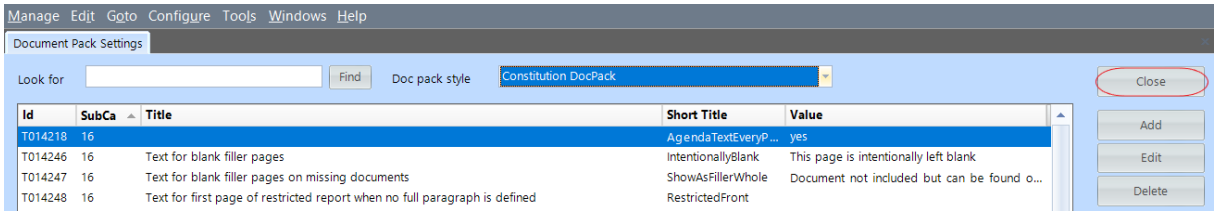
Select the item with the Short Title ***FrontPagePublic***, click **Edit**, delete the **Value** text and click **OK**.



Select the item with the Short Title ***AIAgendaItem***, click **Edit**, delete the **Value** text. Alternatively, from 'Agenda Item' add 'Part' before %x if you want to keep Part 1, etc on each new document. Click **OK**.



Once the settings have been amended click **Close**.



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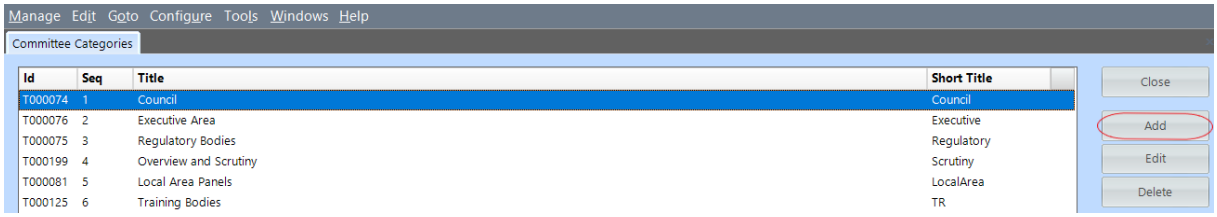
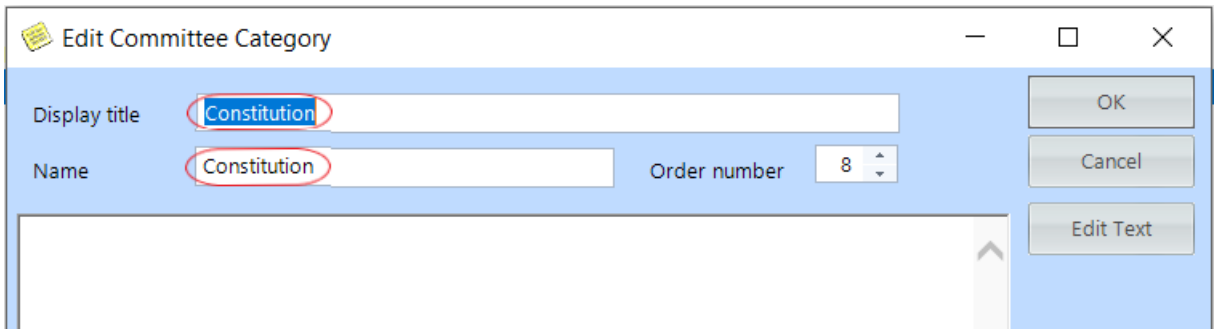
3.2 Constitution Committee Category

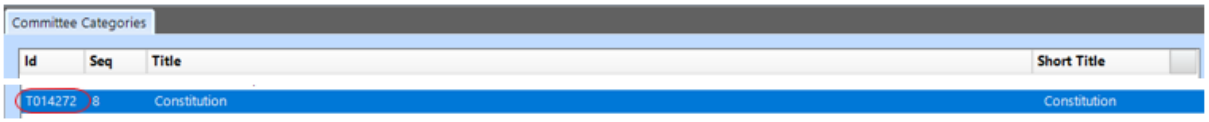
Click **Configure**, followed by **Committee Categories** and **Add**.



Type ***Constitution*** in the **Display Title** and **Name** and click **OK**.

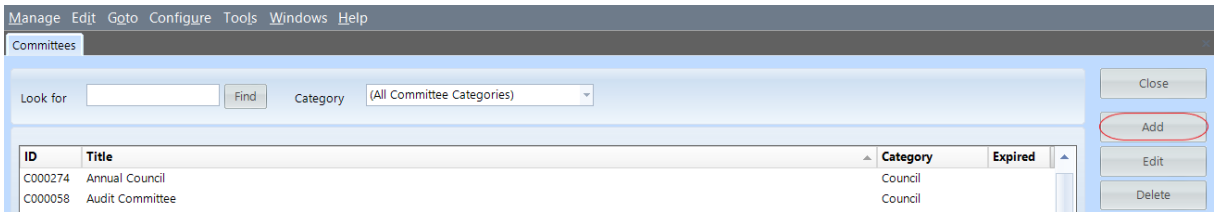


Make a note of the **Committee Category ID** (as Support will need to know this).



3.3 Constitution Committee

Click **Configure**, followed by **Committees** and **Add**.



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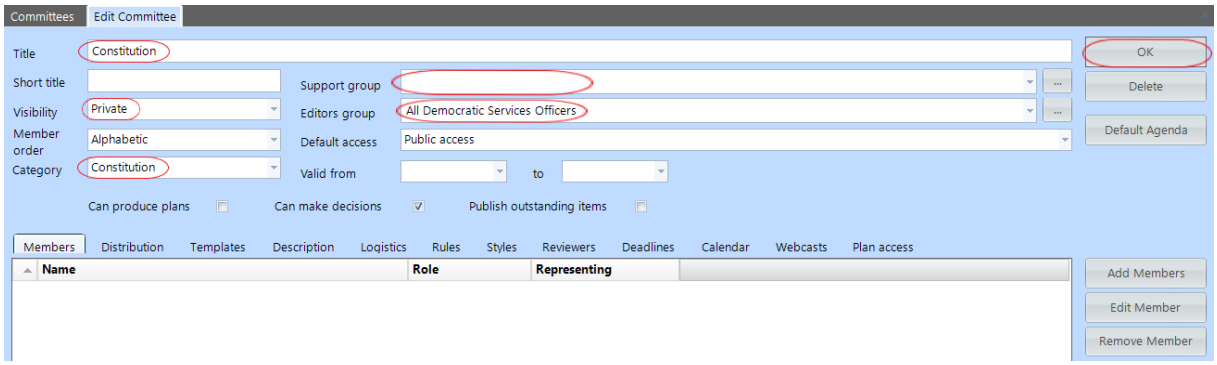
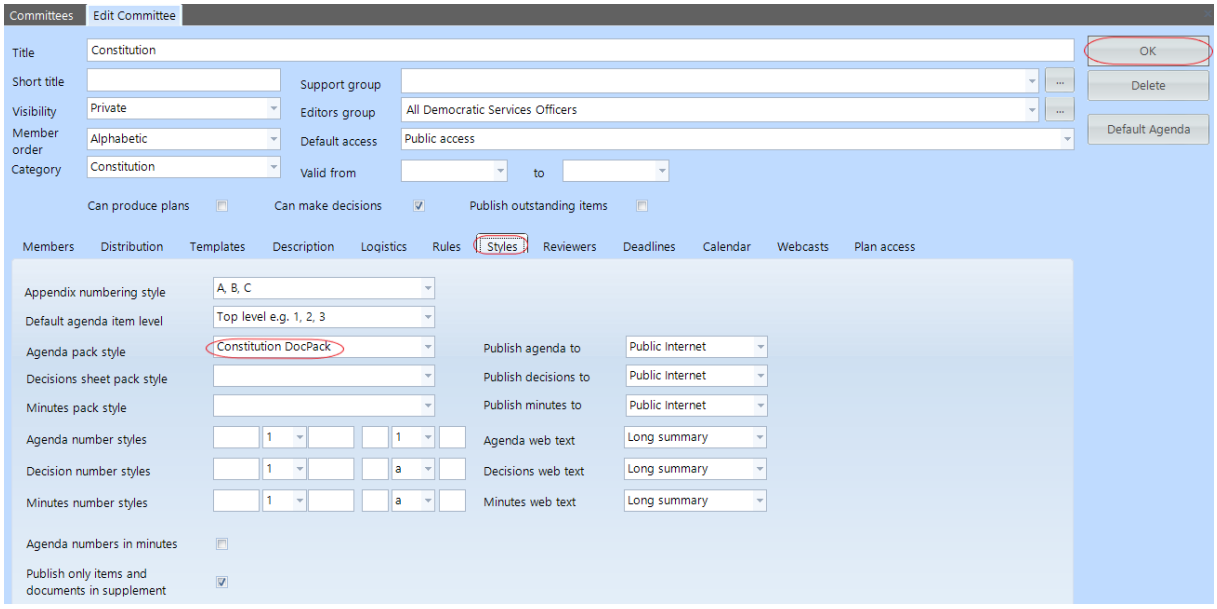
ConstitutionConstitution

Type ***Constitution*** in the **Title**, set the **Visibility** to **Private** (remember, this will need to be changed to public once the navigation links have been set up), set up the **Support Group** and **Editors Group**, as required, and set the **Category** to **Constitution**.



Please note that members/distribution lists can also be added to the Constitution Committee in order to notify individuals of newly published versions. Please refer to the **Administration manual** for further guidance.

Select the **Styles Tab**, then in the **Agenda pack style field** select the **Constitution DocPack** and click **OK**.



Make a note of the **Committee ID** (as Support will need to know this).

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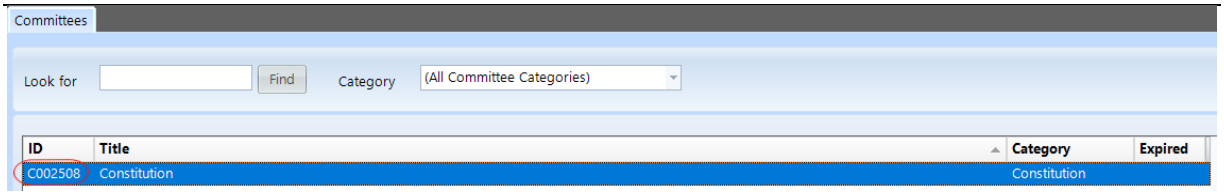
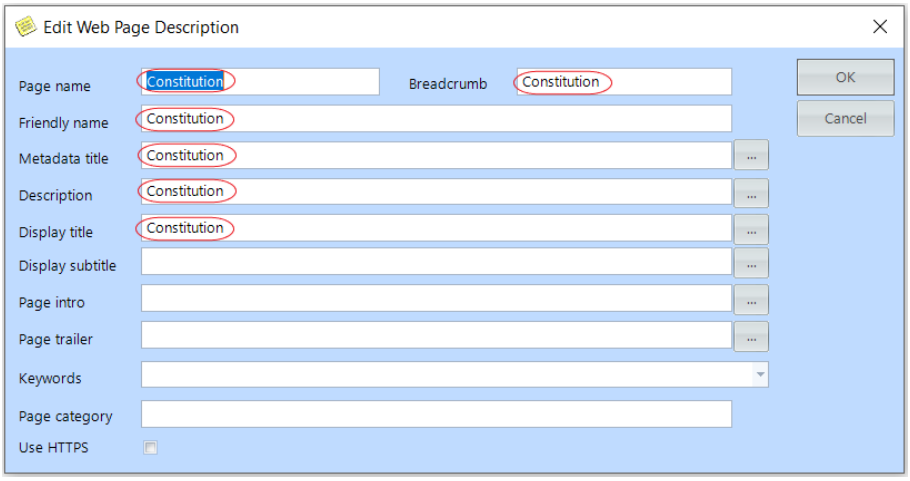


3.4 Constitution Webpage

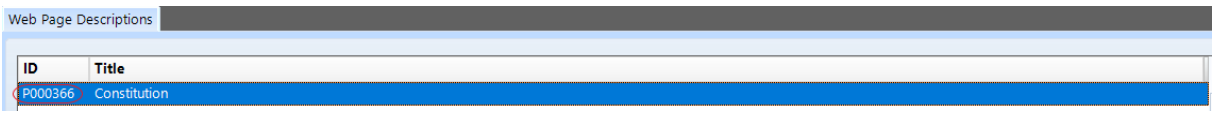
Click **Configure**, followed by **Advanced**, click **Web Page Descriptions** and click **Add**.

Type ***Constitution*** into the following fields and click **OK**:

- Page name
- Breadcrumb
- Friendly name
- Metadata title
- Description
- Display Title



Make a note of the **Web Page ID** (as Support will need to know this).



Please notify Support when ready to have the Constitution links switched on in the Navigation List, and provide them with the **Committee Category ID**, **Committee ID** and **Web Page ID**. Please note that if publishing the Constitution as a Singular Version the Support Team will also require the **Meeting ID** (which can be viewed in the Manage Meetings > Edit Meeting screen).

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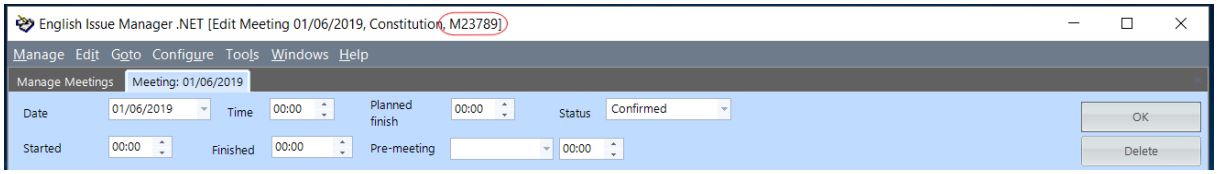
ConstitutionConstitution



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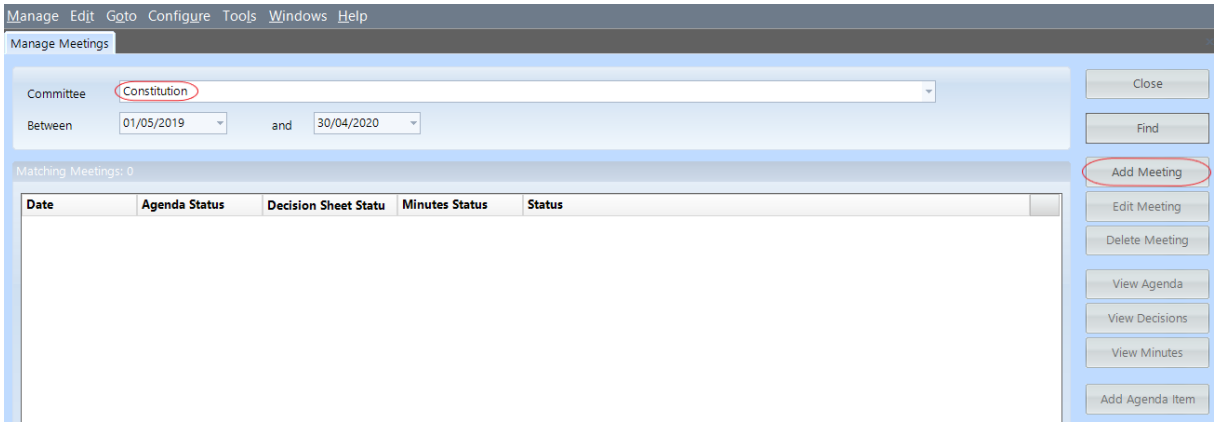
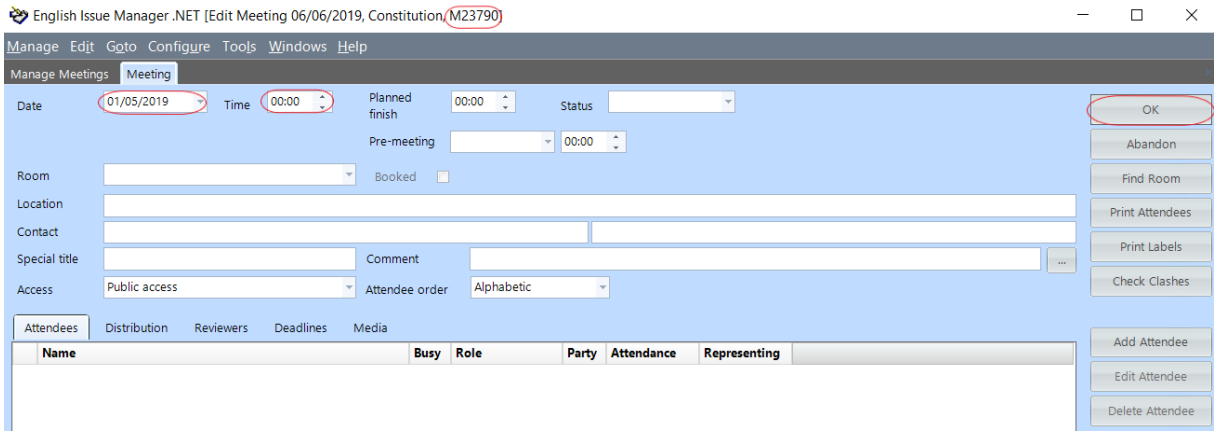
4 Publishing the Constitution

Click **Manage** followed by **Manage Meetings** and select the **Constitution Committee** from the **Committees** drop down list, then click **Add Meeting**.

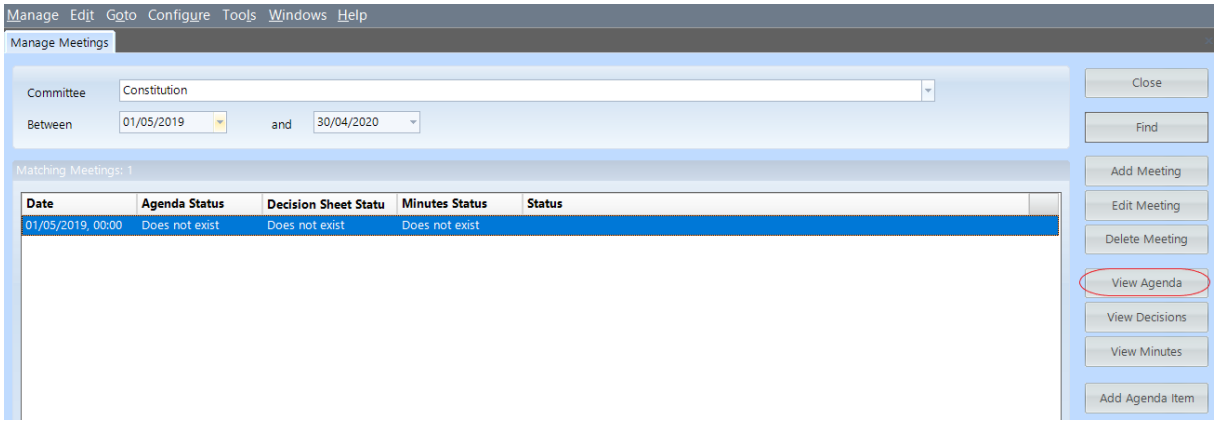


Set the **Date,** and set the **Time** as 00:00, then click **OK**.

Remember, for a Singular Published Version of the Constitution, to make a note of the **Meeting ID** (as Support will need to know this).



Click **View Agenda**.



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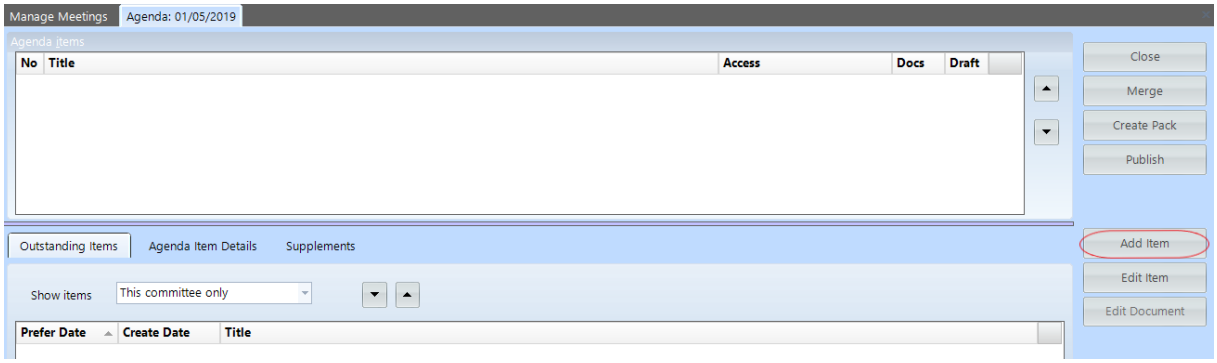
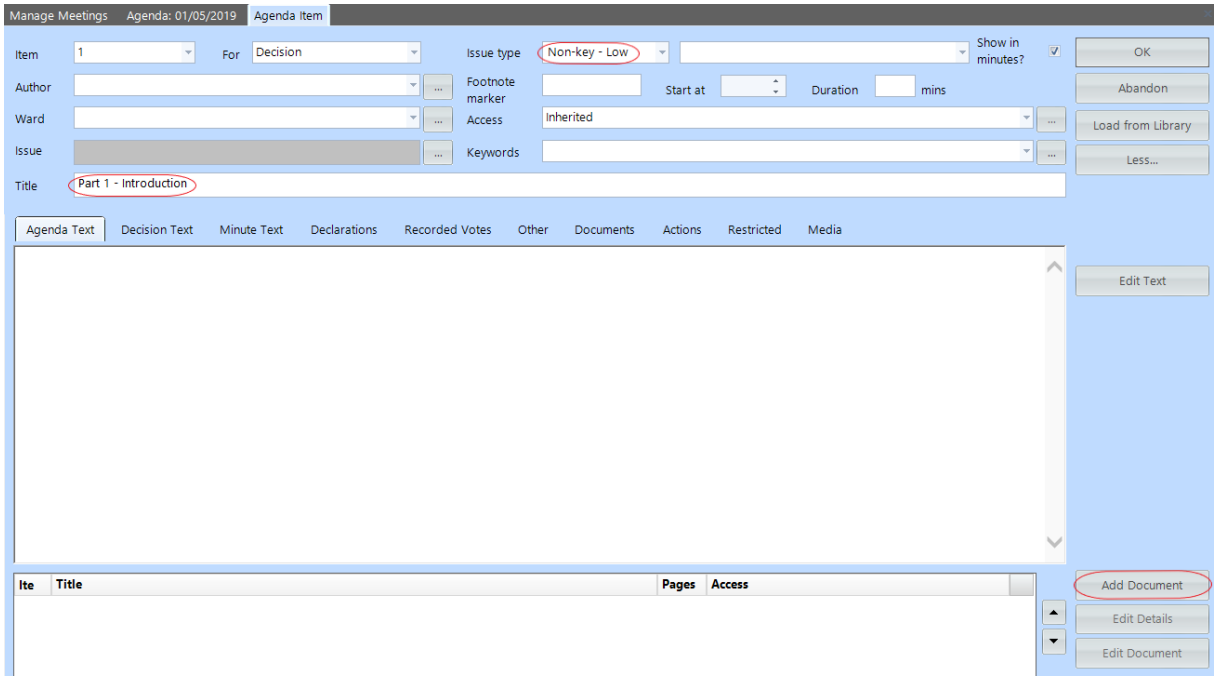
Click **Add Item**.



Add the Constitution heading in the **Title field**, and set the **Issue type field** to Non-Key – Low. If required, click **Add Document**.



The Add Document panel will open. Click **Browse Files…**. Search and select the relevant section of the Constitution, then click **Open**. Type in an appropriate **Document title** and click **OK**.

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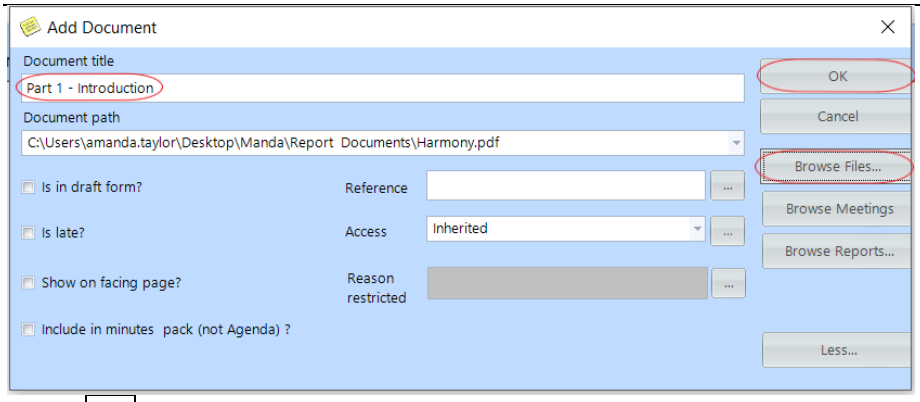
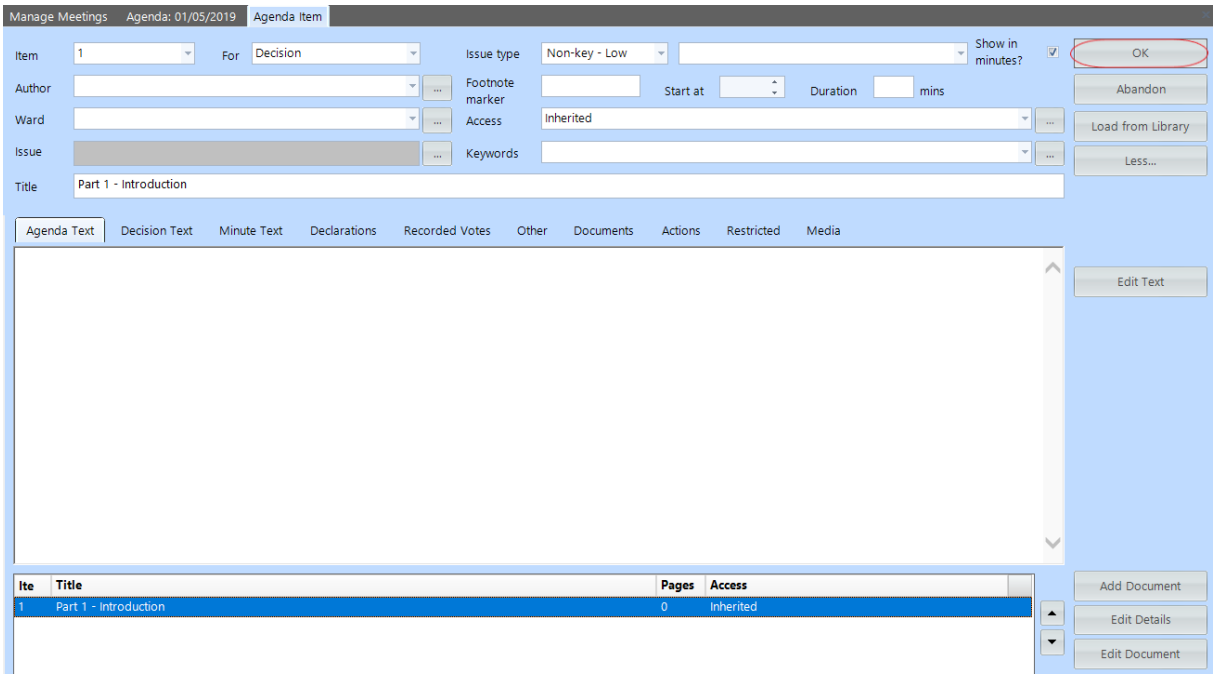
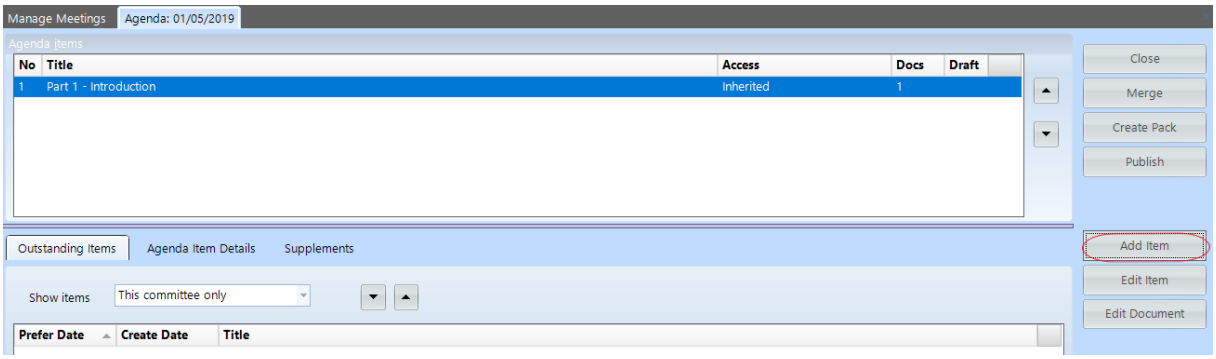


Click **OK** to save the item.



Add any additional items, as required.



Please note that Items without numbering can also be added by clicking **Edit** (top menu) followed by **Add Comment**.

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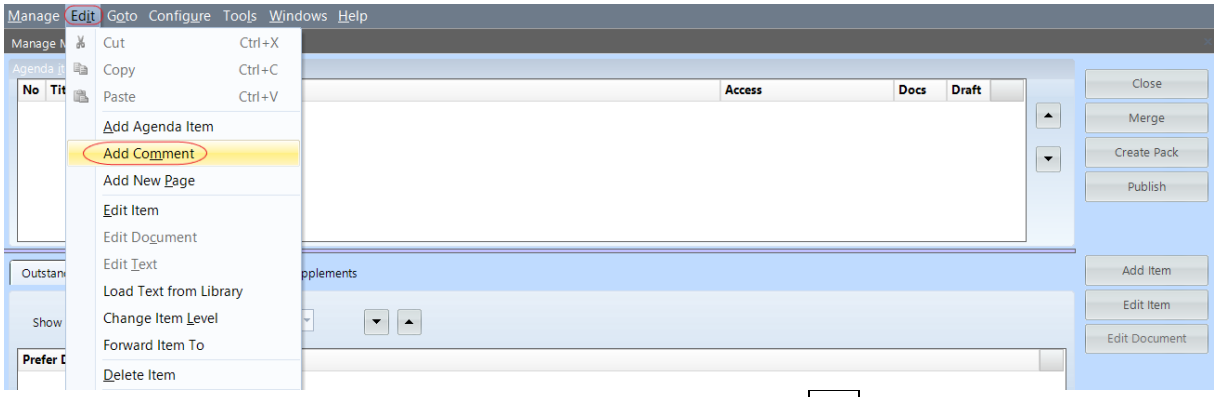
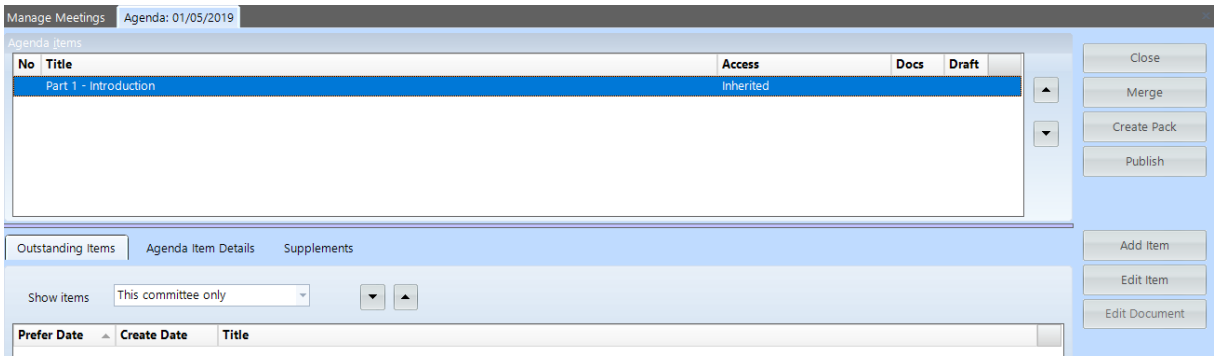
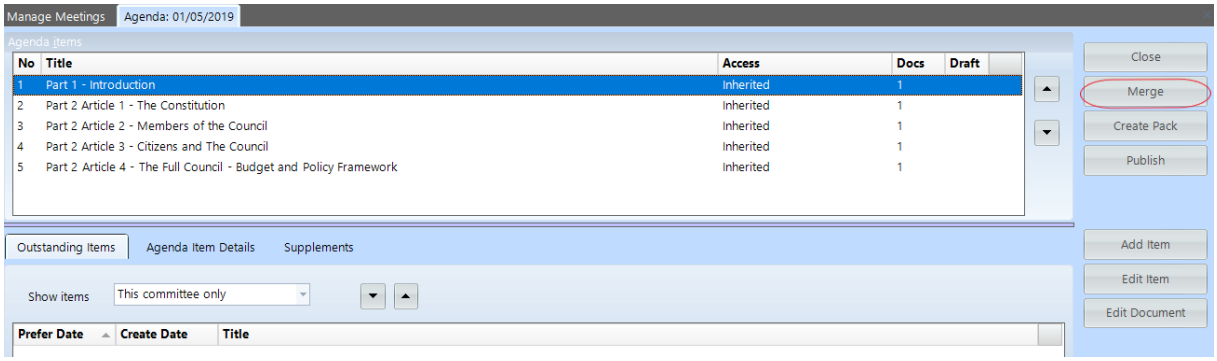


Type the Constitution heading in the **Title field** and click **OK**.

Continue adding Agenda Items/Comments until all Constitution sections have been added.



Once all sections of the Constitution have been added click **Merge**.



Select the relevant **Template** (Agenda Template) from the **Merge Template** drop down list and click **Start Merge**.

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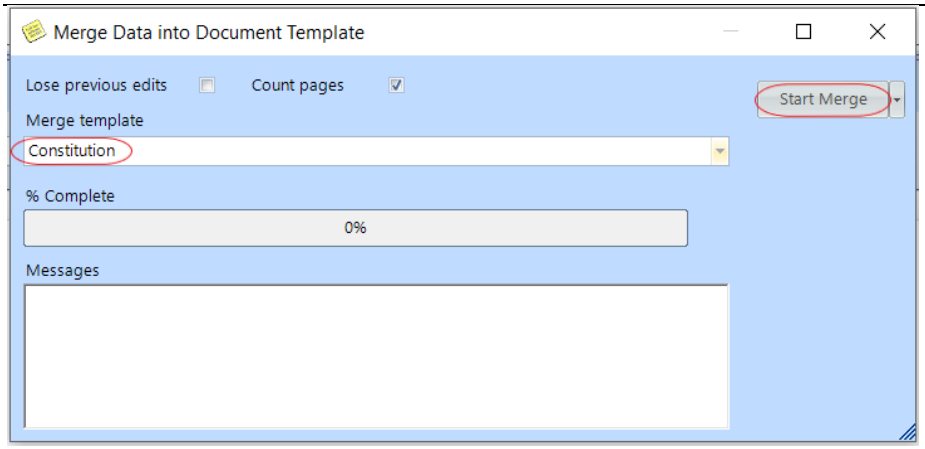

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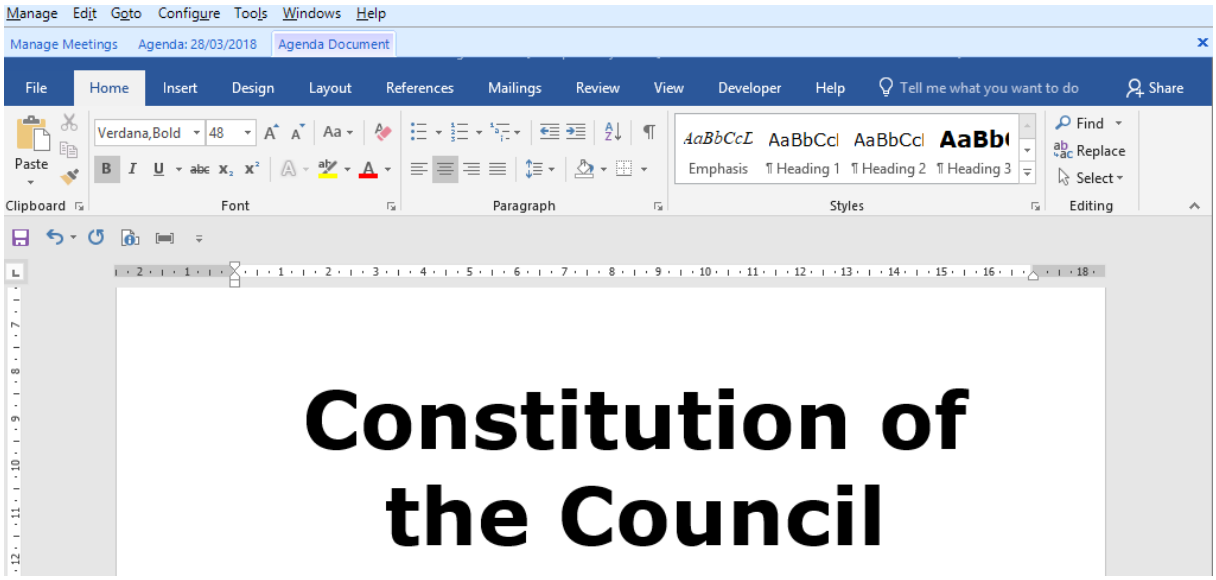
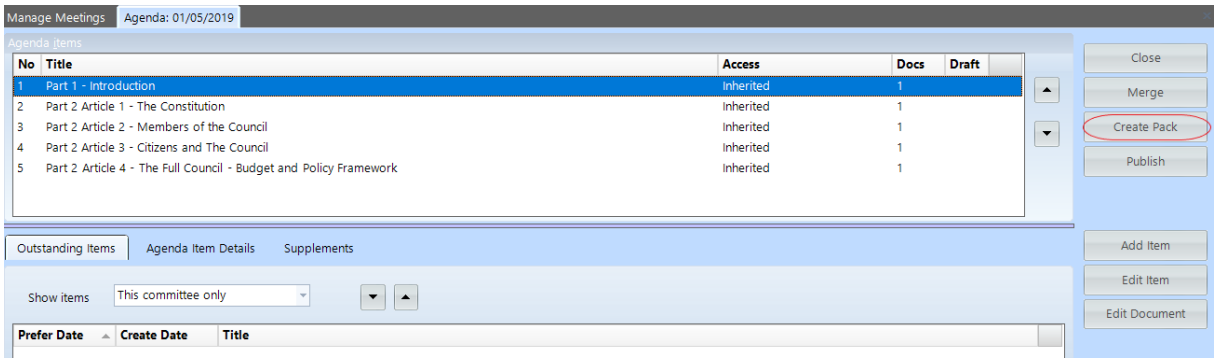
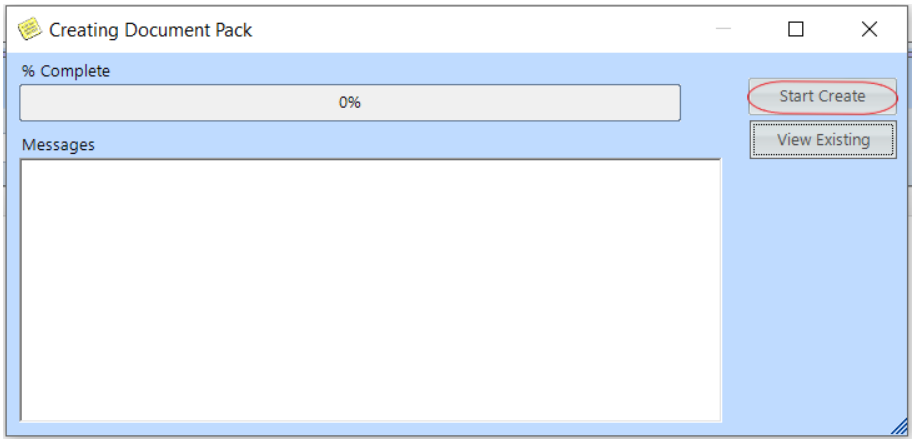
Check the document front sheet then close it.



Click **Create Pack**.



Click **Start Create**.



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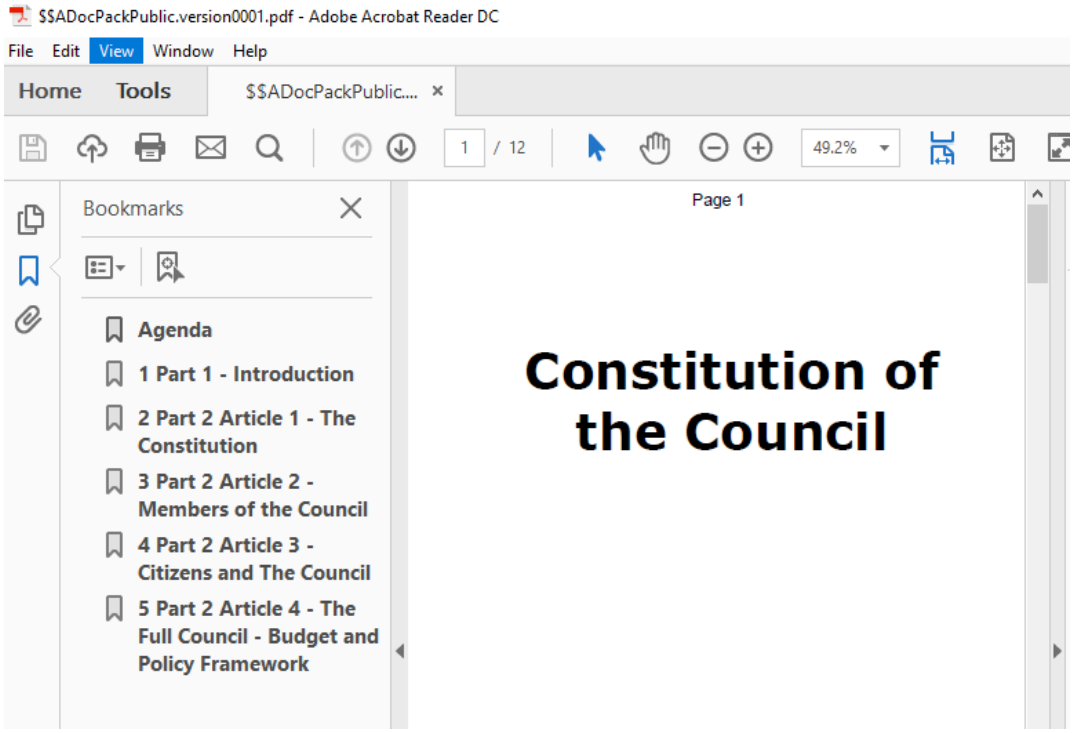
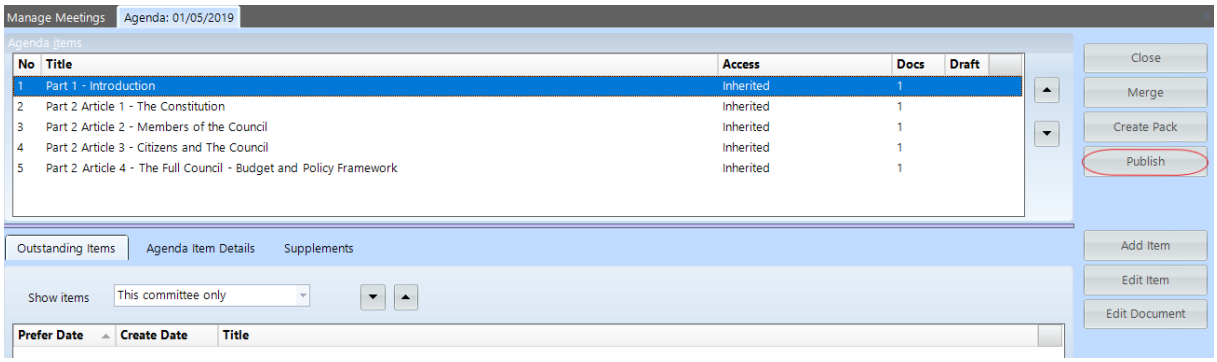
Check the document then close it.



Click **Publish**.



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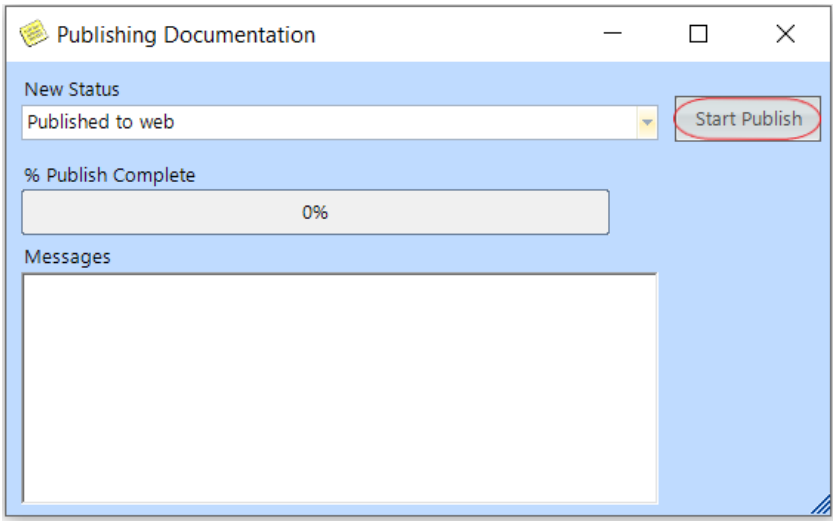
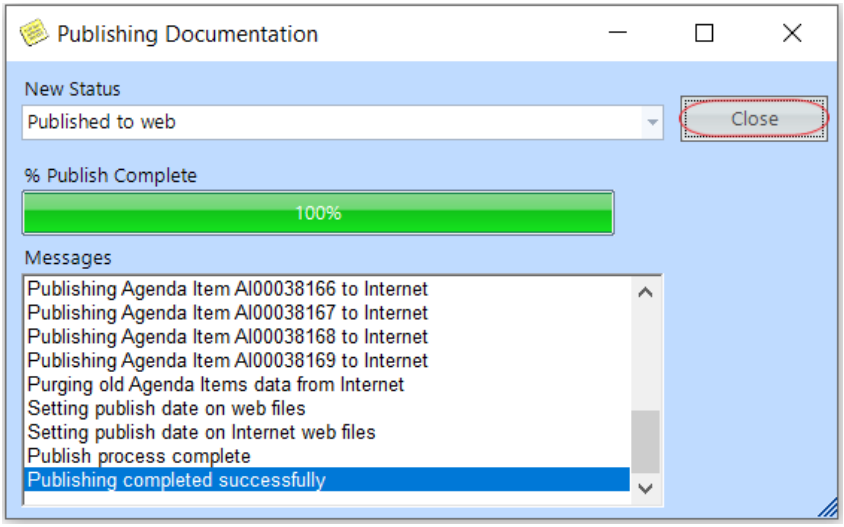
Click **Start Publish**.



Click **Close**, then select **Yes** or **No** to the **Print Unit** and **Notify Users Prompts**, as required.



Please refer to the **Meeting Management manual** for further guidance on setting up a meeting.

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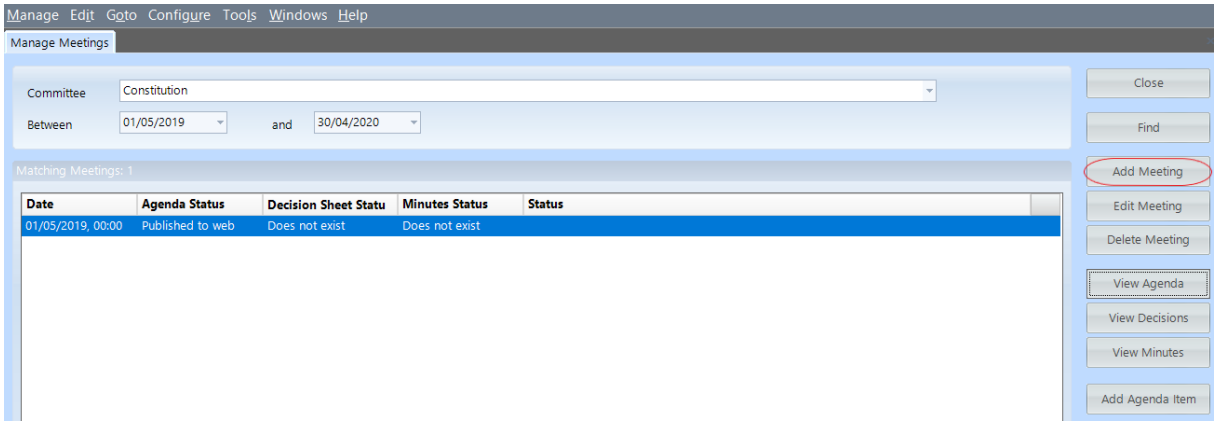
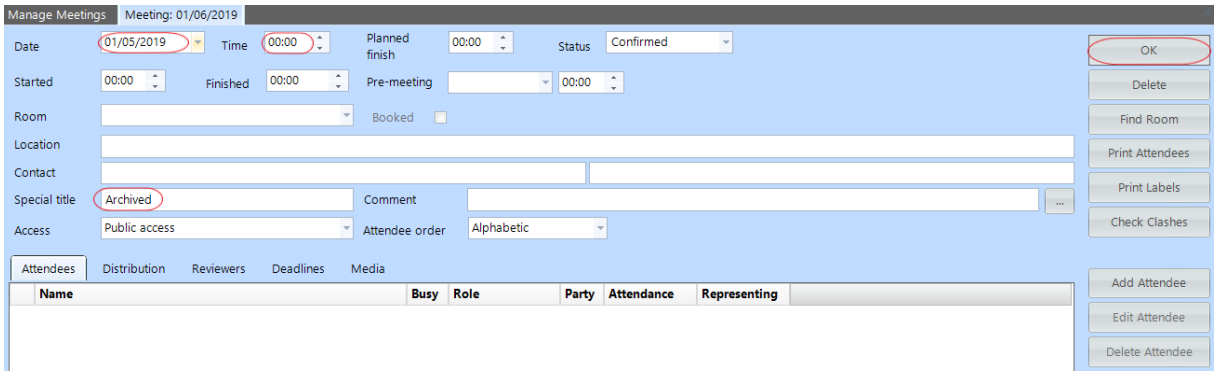
4.1 Updating the Constitution (as a Singular Version on the Web)

The website links have been set up to point directly to the published Constitution. Therefore, it is important, when updating the Constitution, not to affect the links.

Click **Manage**, followed by **Manage Meetings**, and select **Constitution** from the **Committees list,** then click **Add Meeting**.



Set the **meeting date** as the published Constitutions original publication date, set the **start time** as 00:00, add a **Special Title** i.e. Archived or Superceded, then click **OK**.



Select the newly added meeting and click **View Agenda**.

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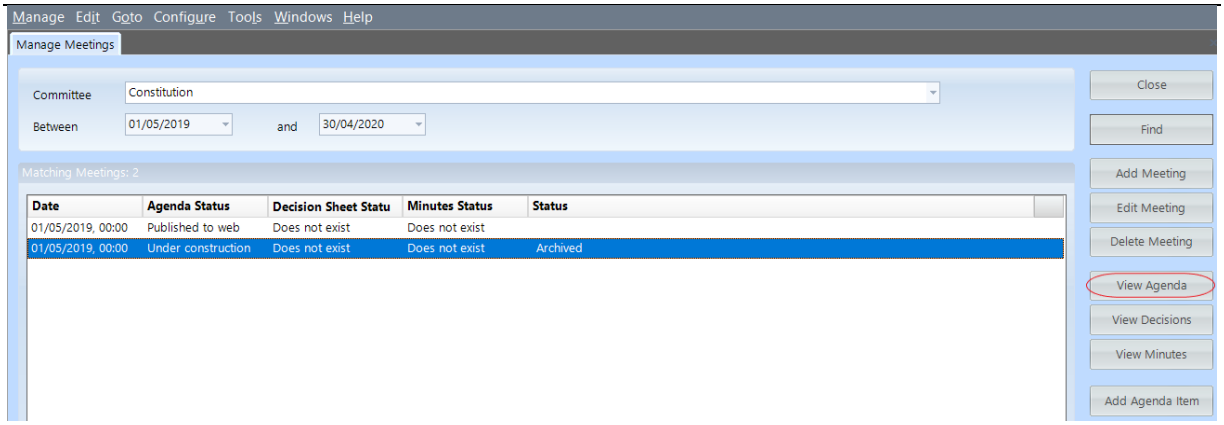

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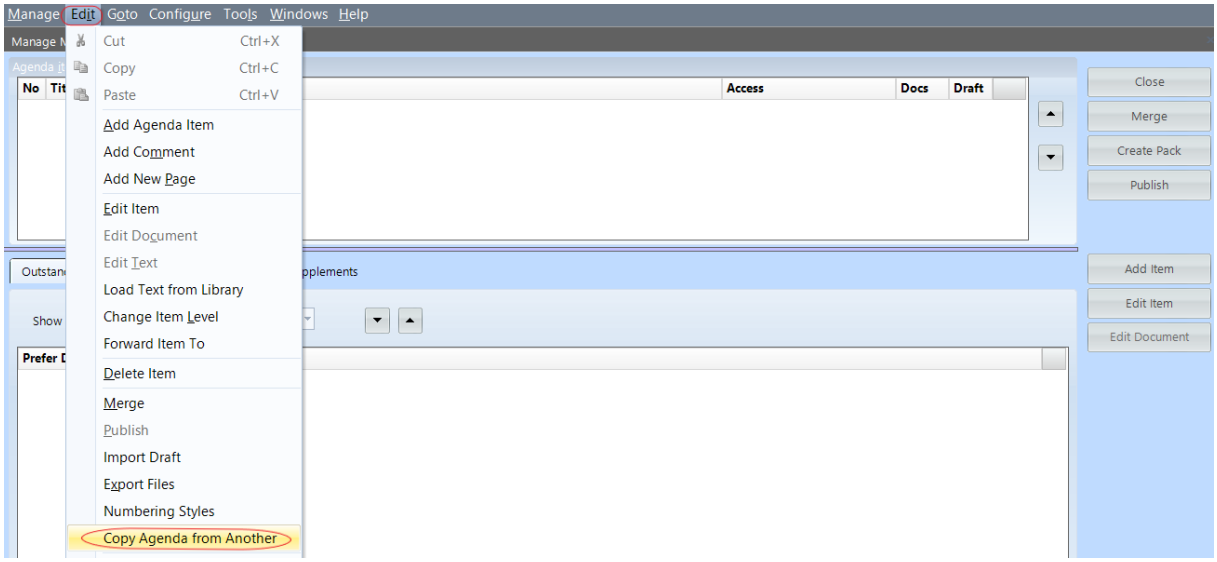
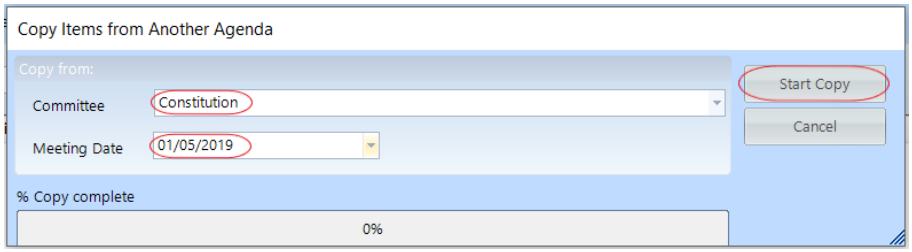
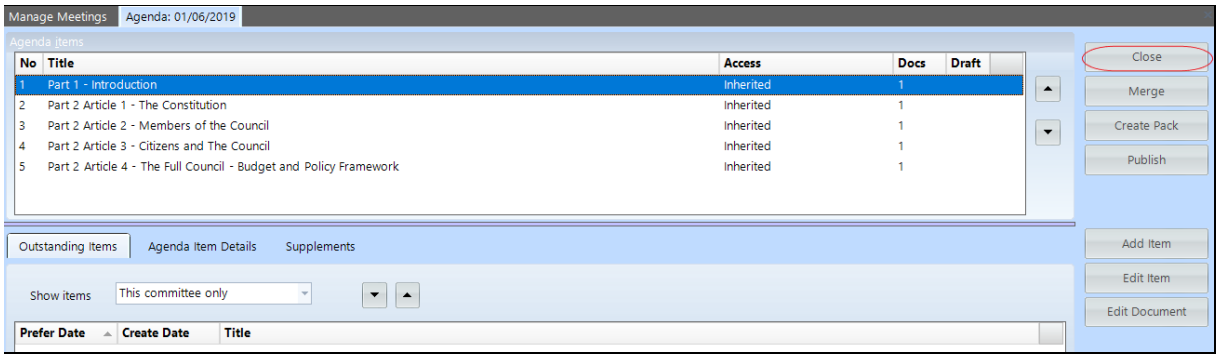
Click **Edit** (from the top menu), followed by **Copy Agenda from Another**.



Select the **Constitution Committee**, select the **date** of the published Constitution, and click **Start Copy**.



Click **Close**.



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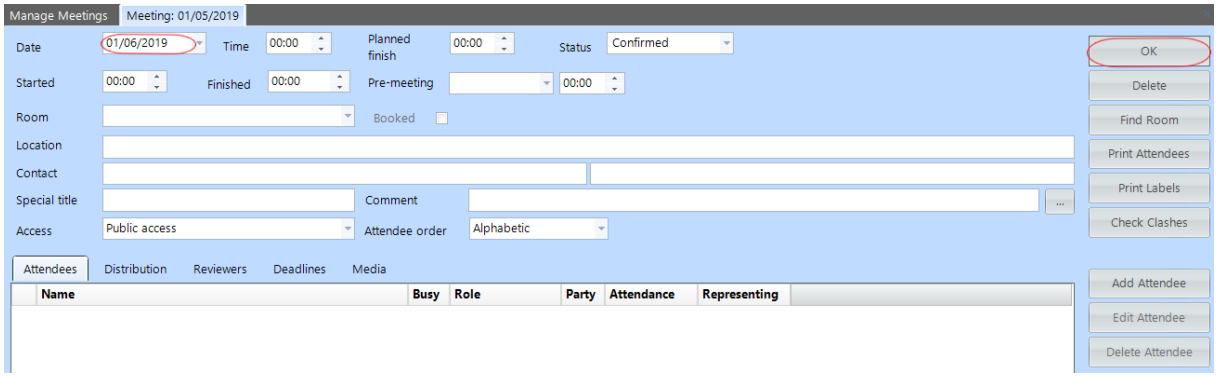
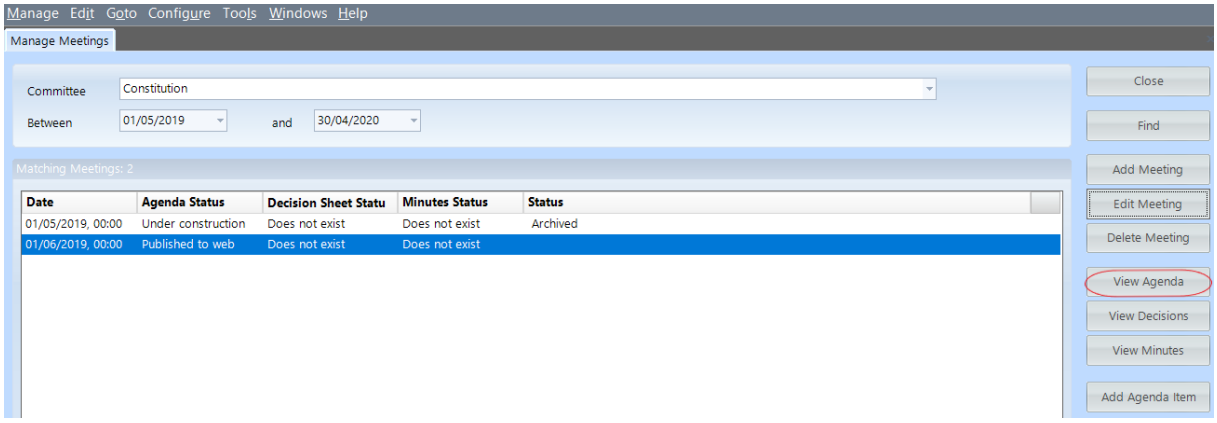
Select the meeting with the Published Constitution, click **Edit Meeting** and change the date to the new date of publication, then click **OK**.

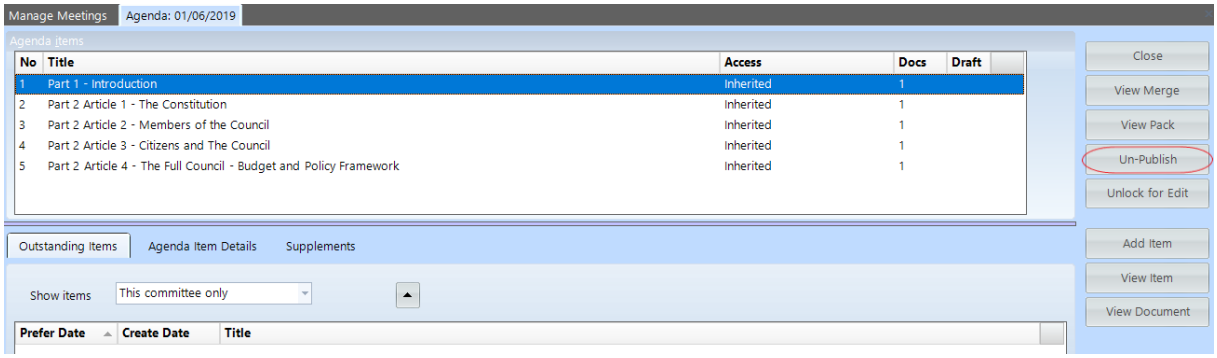


Click **Yes** or **No** to the **Meeting Date Changed** and the **Notify Users Prompts**, as required.

Select the meeting with the Published Constitution and click **View Agenda**.



Click **Unlock for Edit**, make the required amendments, merge, pack and re-Publish the Constitution.



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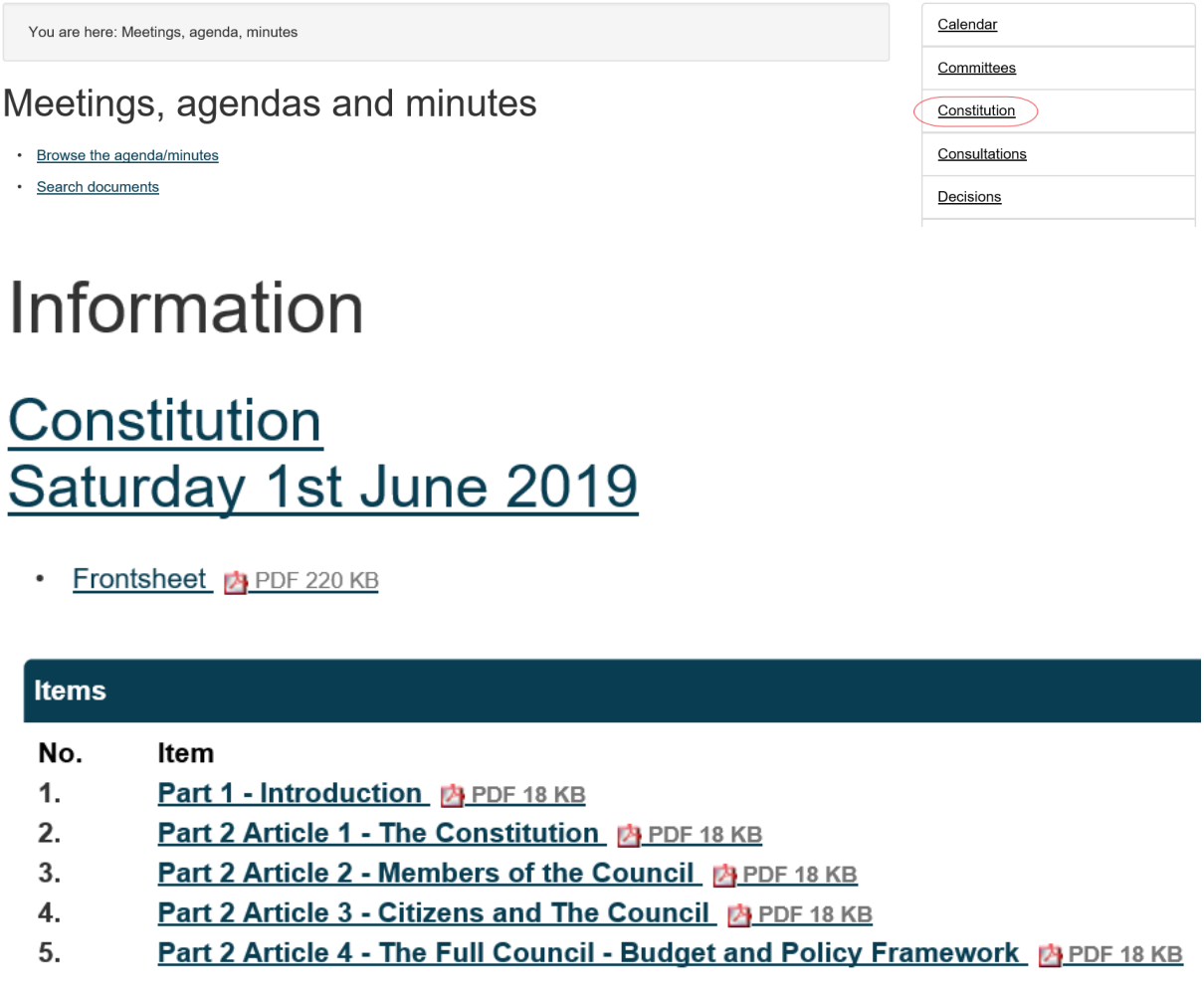
Once the new link has been added to the Navigation List, click on it to display the Consitution, as follows:



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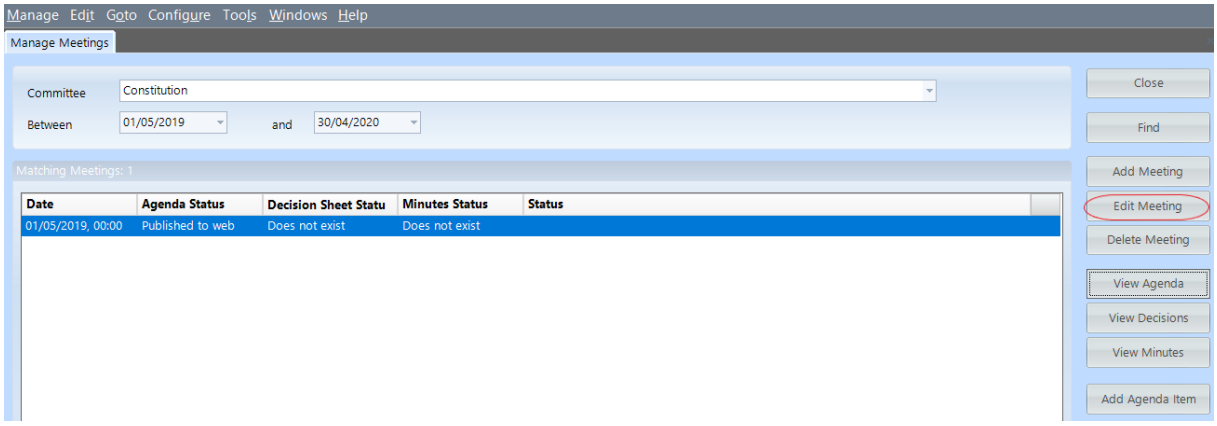
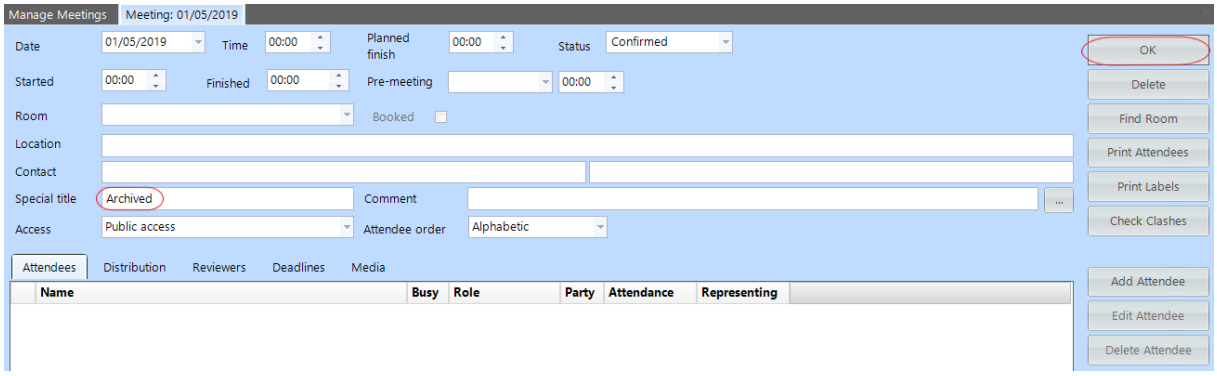
4.2 Updating the Constitution (as a List of Published Versions on the Web)

The website links have been set up to point to the list of published versions of the Constitution.

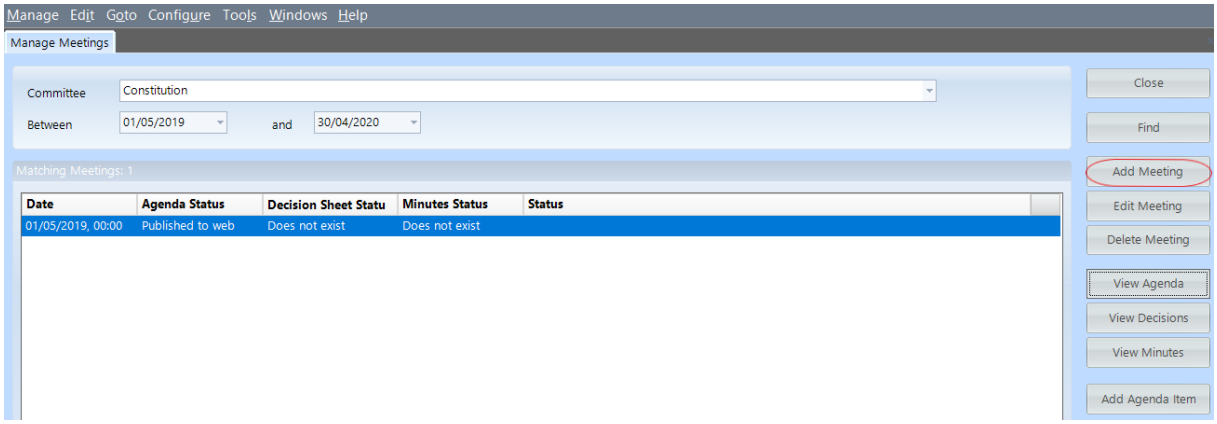
Click **Manage**, followed by **Manage Meetings**, and select **Constitution** from the **Committees list**, then select the most recently published Constitution meeting, click **Edit Meeting**.



Add a **Special Title** i.e. Archived or Superseded, then click **OK**.



Click **Add Meeting**.



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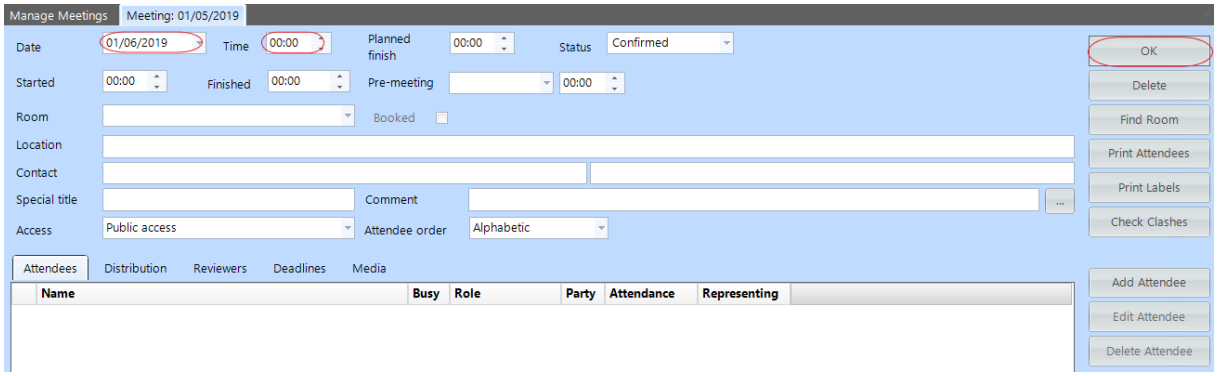
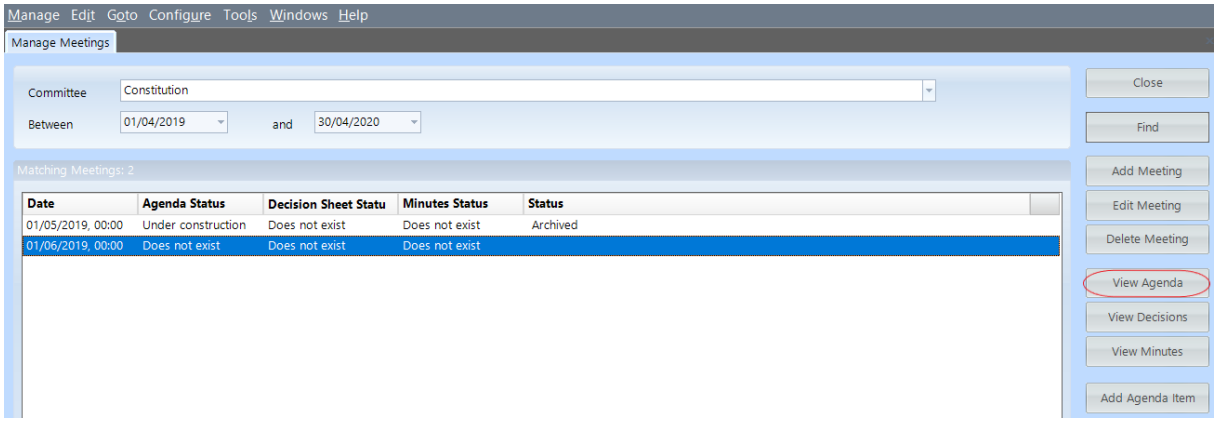
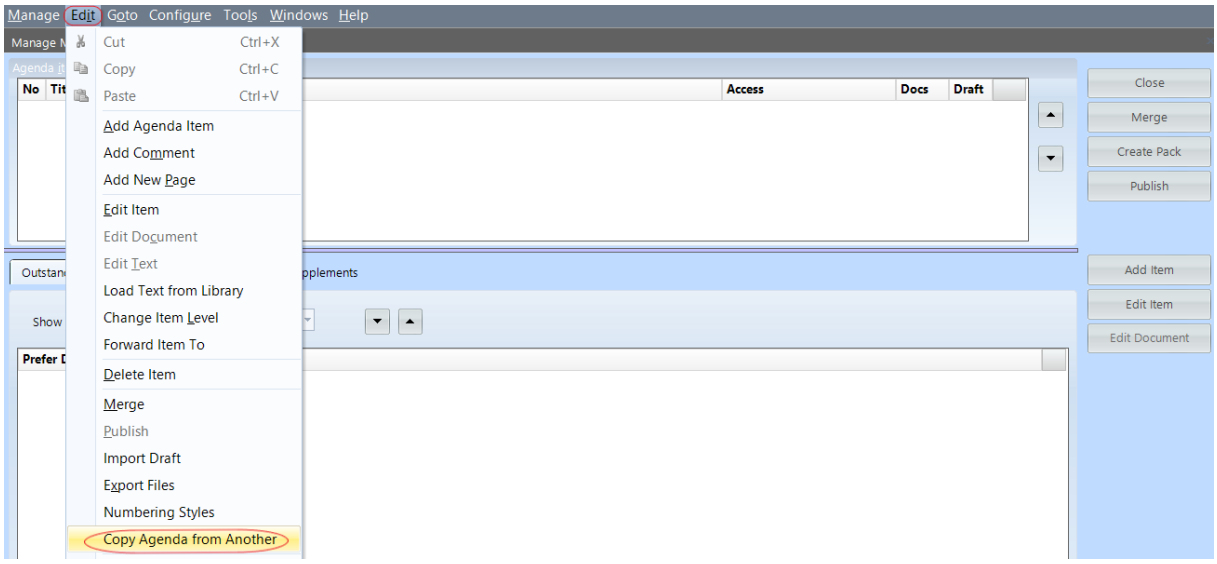
Set the **meeting date,** set the **start time** as 00:00, and click **OK**.



Select the newly added meeting and click **View Agenda**.



Click **Edit** (from the top menu), followed by **Copy Agenda from Another**.



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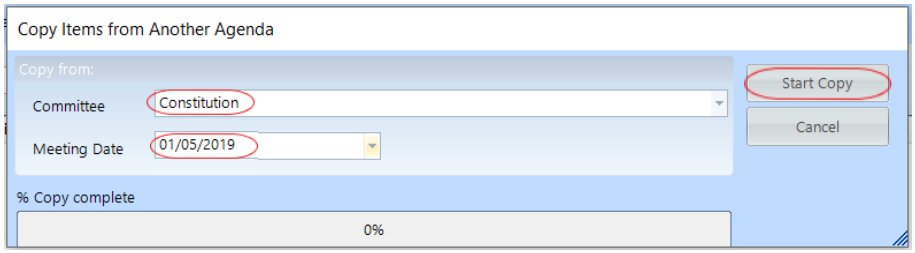
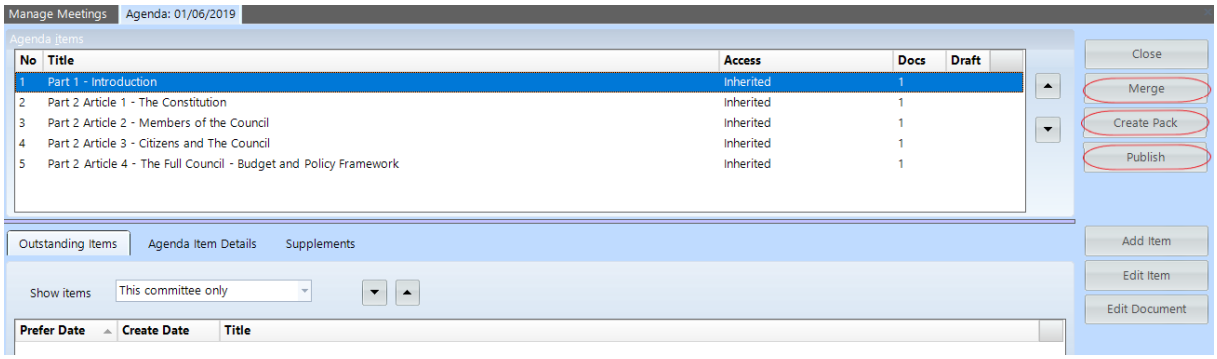
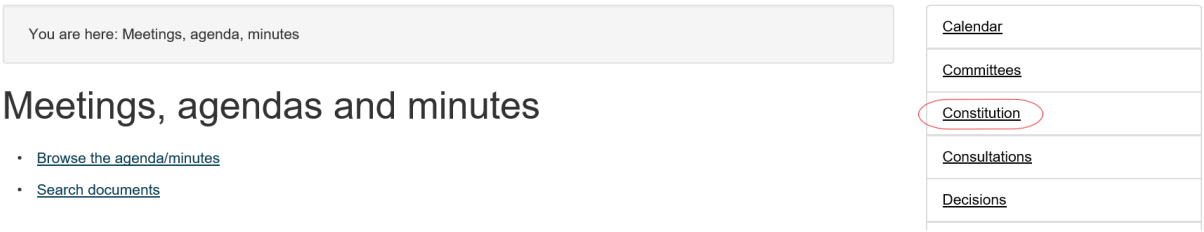
Select the **Constitution Committee**, select the **date** of the published Constitution, and click **Start Copy**.

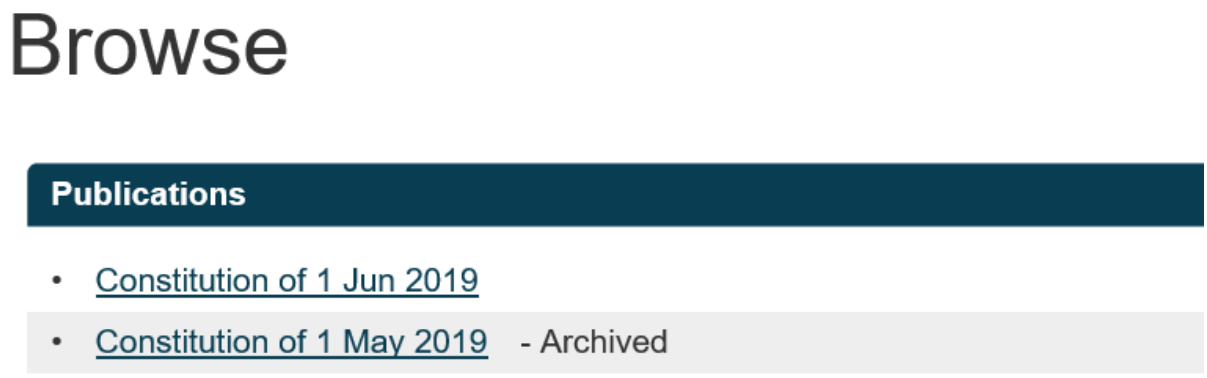


Make the required amendments, then **Merge**, **Pack** and **Publish** the Constitution.



Once the new link has been added to the Navigation List, click on it to display the Consitution, as follows:





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