Procedures for Web Posting of Subcommittee Documents

Committee Clerks

General Guidance

1. Subcommittee and Committee presenters, including Fiscal Analysts in some situations, will be emailing you their presentations and handouts in PDF format.

   ▪ Note: The General Assembly does not accept files larger than 9MB via email. See the end of this document for instructions on how to allow presenters to submit large files.

2. After the start of the meeting, the submitted documents should be posted to the document site. However, some documents such as certain analyses produced by Fiscal Analysts should not be posted until they have been presented to the Committee or Subcommittee. It is generally OK to post agendas and other non-confidential materials prior to the start of the meeting. If you have questions about when or what to post, please contact the central staff assigned to the Committee or Subcommittee.

3. If hardcopies of documents are presented during a meeting that were not submitted for posting prior to the start of the meeting, the agency, or any presenter, is expected to promptly provide you with an electronic copy of the handout. An original electronic document is preferred over a scan of a paper copy.

Reviewing Submitted Files

Please **do not post** the documents if they do not:

▪ Identify who created the document
▪ Contain a date, title, and time
▪ Follow the naming conventions listed below
▪ Meet the formatting criteria listed below

If a document does not meet this standard, please return it to the sender with directions to fix the error and return it to you by the close of businesses the day before the subcommittee meeting. To ensure the document's integrity, you should not make changes to the document.

Naming Convention

▪ All files must include three things:
  1. The date and time of the meeting,
  2. An indicator of the topic being discussed, and
  3. The name of the presenter or agency represented.

Names should not use periods or other "special characters" such as *, @, or $, underscores are OK. See the following two examples:

▪ CulturalResources_BudgetOverview-2013-01-13-PM.pdf
▪ Budget_Summary-Fiscal_Research-2013-05-13-AM.pdf

Formatting Criteria

- All files should be in PDF format.
- In accordance with statute, the NCGA refrains from printing or copying in color. Files should be submitted in a way that facilitates black and white printing. For example, slides with a colored background should be formatted to print with a white background.
- For handouts of presentation slides, there should be 2 slides per page.

Revisions: What if a Presenter Requests a Revision

Documents posted to a document site should not be removed or revised. If a document needs correcting, a new version may be posted and cross-referenced. As a general guideline, an agency or other presenter should only request a reposting for serious errors, not simply to correct a typo, and the presenter is expected to provide revised documents as quickly as possible.

Questions

If you have general questions, please contact Chris Black at chris.black@ncleg.net or 919-733-4910.