WORDPRESS PLUGIN

Agendas, minutes and records the public can find

KosmicCivic posts the agendas, minutes, ordinances, bylaws and other records of local governments and nonprofit boards, keeps the community calendar, checks every document for accessibility and keeps the history, all on the WordPress site you already have.

Capabilities overview

October 2026

Made and supported by Kosmic Edge Marketing

BUILT FOR

- Boroughs & townships
- Cities, towns & villages
- Counties & authorities
- Nonprofit boards
- Member associations & foundations

AT A GLANCE

Everything a public body posts, in one plugin

Most municipal and nonprofit websites keep agendas in one place, minutes in another and ordinances in a folder of PDFs nobody can search. KosmicCivic gives every record a proper home, with the right fields, its documents and its history. Residents and members find any meeting or record in seconds, and the office can show what was posted, when, and who changed it. It runs inside WordPress, so your records stay on your own site.

Every record in its place

Meetings, ordinances, resolutions, policies, reports, bylaws and financial filings, each with its own fields and statuses.

Agendas up in minutes

Upload the agenda and minutes from the dashboard. The posting time is recorded and checked against your state's notice rule.

Search that reads the PDFs

Residents find a topic in years of minutes, with the passage shown and the words highlighted.

Ready for ADA Title II

Every PDF is checked, agendas and minutes get a text version, and older records move into a marked archive.

One community calendar

Meetings, events, holidays and office closures, with a feed residents can add to their own calendar.

Your code book, linked

Code sections tied to the ordinances that adopted, amended or repealed them.

For nonprofit boards too

Bylaws, IRS 990s, and board and member meetings, with 501(c) profiles and nonprofit terms.

Every change on record

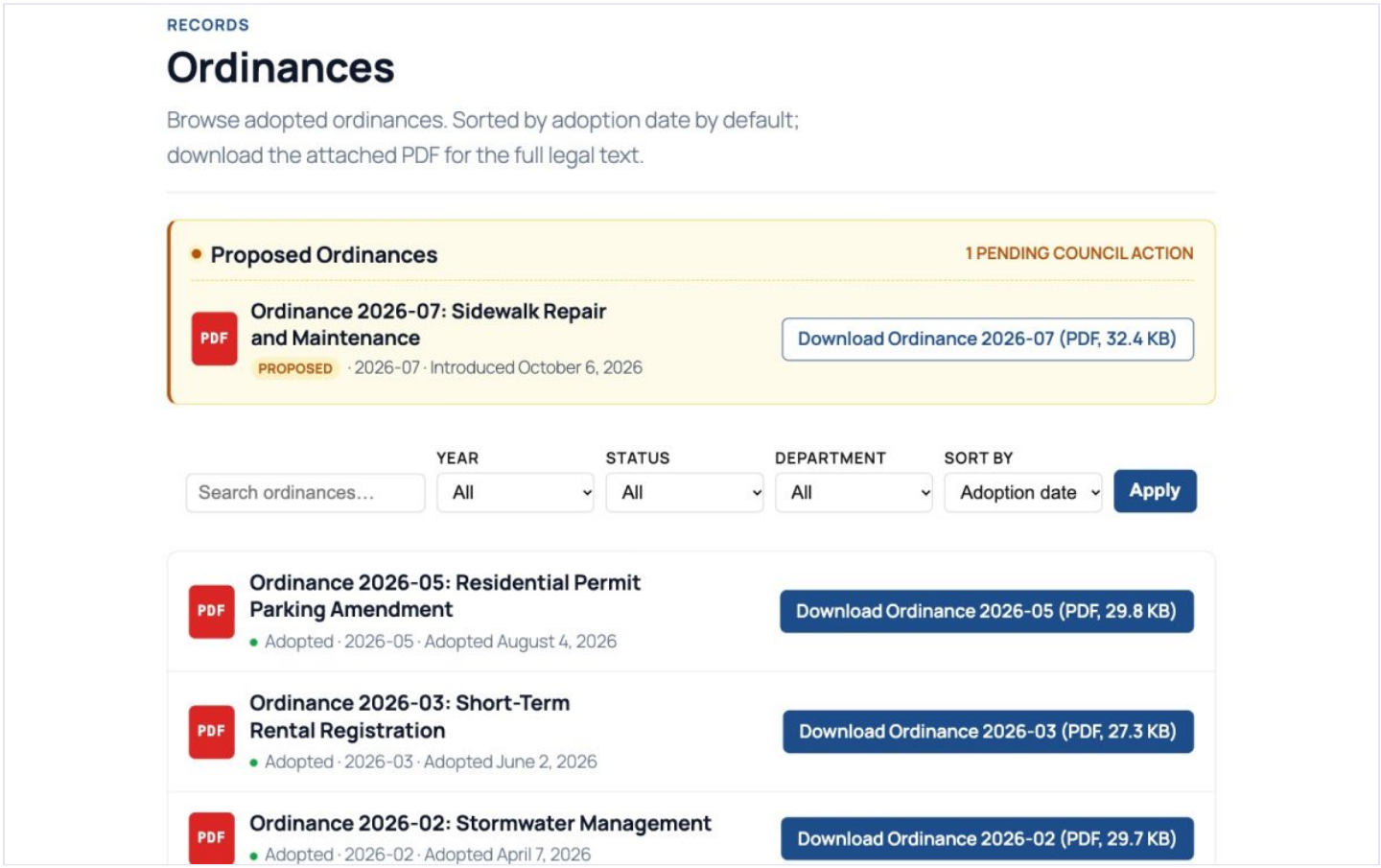
An audit log and version history for every record, and retention rules checked before anything is deleted.

YOUR RECORDS

Every public record in its place



Each kind of record has its own fields, statuses and numbering, so a clerk fills in a form instead of formatting a page. Records are sorted by department and meeting body, and each one shows on your site as soon as it's published.



Ordinances, newest first, with proposed ones shown on their own until the vote. Every download says what it is and how big it is.

Seven kinds of record

Meetings, ordinances, resolutions, policies, reports, bylaws and financial disclosures, plus events and holidays.

Proposed, adopted, repealed

Statuses move a record through its life, and proposed ordinances stay in view until the vote.

Vote records

Who moved, who seconded, and how each member voted, on ordinances and resolutions.

Numbers that write themselves

Report IDs are built from the report type and date, such as BUDGET-2026-12-02, and locked once set.

Related records

Link an ordinance to the one it amends, repeals or supersedes, and to the meeting where it passed.

Your words

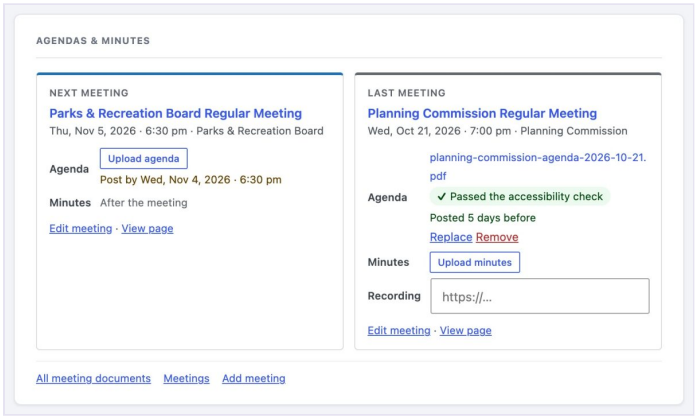
Rename any term, such as Council, Board of Supervisors or Commissioners, to match how you work. Presets fill them in.

MEETINGS

Agendas and minutes, posted in a minute



The next and last meeting sit on the WordPress dashboard, so the agenda or minutes go up without opening the meeting. KosmicCivic records when each agenda went up and checks it against your state's notice rule, so you can show it was on time.



The next and last meeting on the dashboard: upload the agenda or minutes in place, and see the posting deadline and the accessibility check.



Every meeting gets a page: when and where, the agenda and minutes, the recording, when the agenda went up, and the text of each document.

Proof of posting

The time each agenda first went up is recorded and kept in the audit log. In Pennsylvania that's 24 hours before the meeting.

Deadlines on the dashboard

Each upcoming meeting says when its agenda is due, and late or missing agendas are flagged.

A year of meetings at once

Set a schedule, such as the first Tuesday of each month, with holidays skipped or moved.

Word templates

Agenda and minutes templates with real headings, filled in for each meeting, that save as accessible PDFs.

Recordings

A link to the video or audio, whether its captions were checked, and a transcript file.

Quick Documents

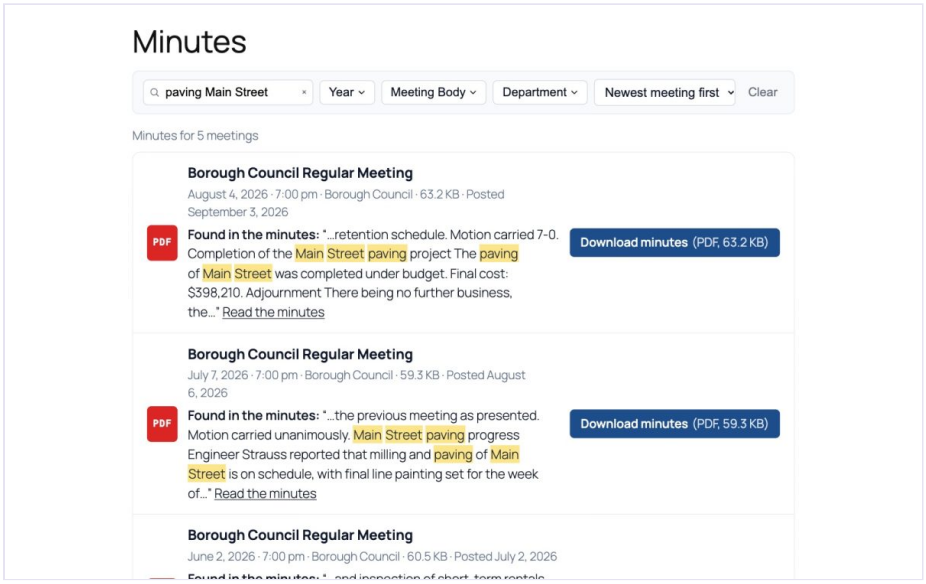
One table of every meeting, to attach agendas, minutes and recordings without opening each one.

FOR RESIDENTS

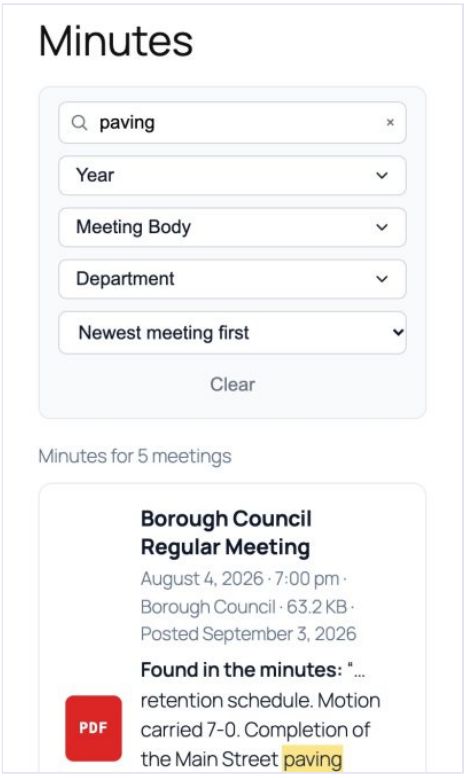
Records people can find



Residents search the text of every agenda, set of minutes and PDF, not just the titles. Each result shows the passage where the words appear, so people find the meeting where the paving was approved without opening a dozen files.



Search years of minutes. Each result shows where the words were found, highlighted, with a link to read the minutes.



The same search on a phone.

Every word searched

Titles, fields, agenda and minutes text, and the text inside each PDF.

The passage, highlighted

“Found in the minutes:” with the words marked and a link straight to the text.

Filters that keep up

Year, meeting body, department and sort update the list without reloading the page.

Links that say what they are

Every download names the document, its type and size, such as “Minutes (PDF, 63 KB)”.

Works on a phone

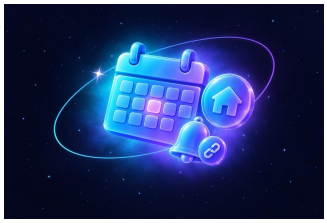
Lists, filters and meeting pages fit a small screen.

Keyboard and screen-reader friendly

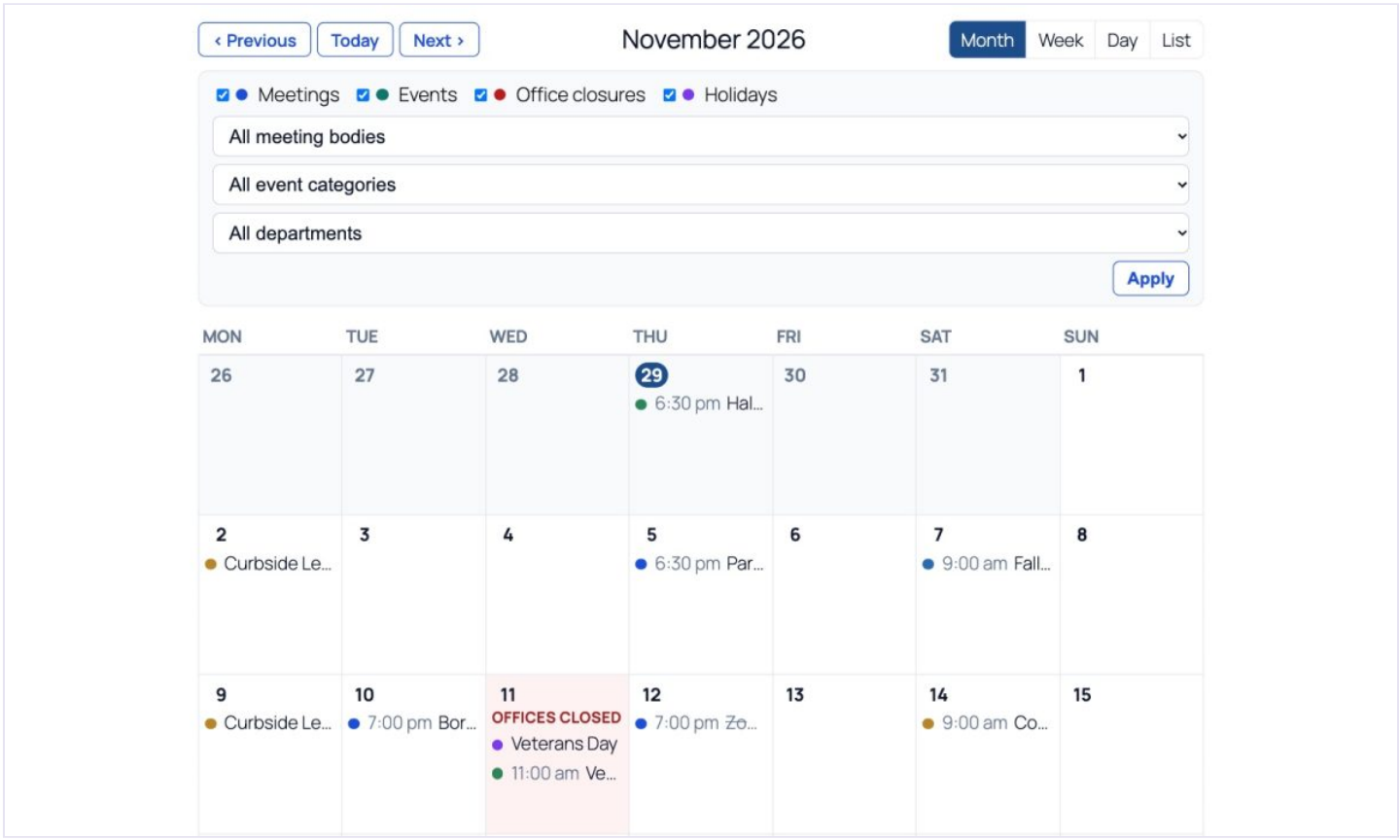
Labelled controls, visible focus, and results announced as they change.

CALENDAR

One calendar for the whole community



Meetings, community events, holidays and office closures share one calendar, by month, week, day or list. Residents can subscribe in Google, Apple or Outlook, and every meeting and event has its own page with a map.



Meetings, events, holidays and office closures on one calendar, with the days the offices are closed marked.

Office closures

Days the offices are closed are marked, with a note such as trash pickup moving a day.

A year of holidays

Add the federal holidays and local closures on the dates they're observed, in one step.

Subscribe

A calendar feed for everything, one meeting body or one category.

Saved locations

Each place keeps its address, phone and map pin, shared by meetings and events.

Repeating events

Weekly leaf collection or a monthly market, changed or canceled for the rest of the series at once.

Moving from another calendar

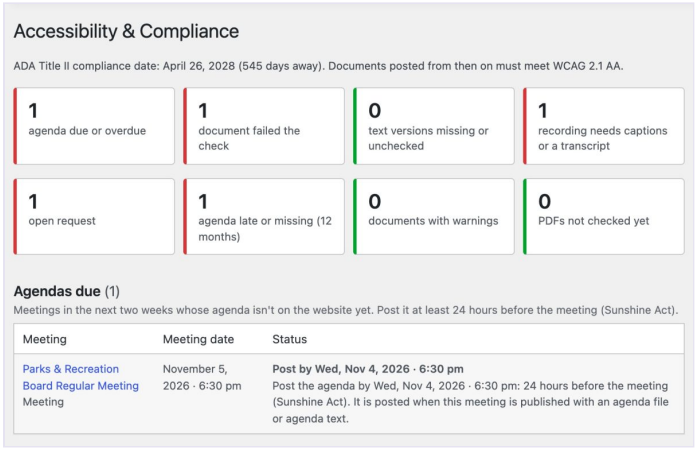
Import from The Events Calendar or Modern Events Calendar, with old links redirected.

ADA TITLE II

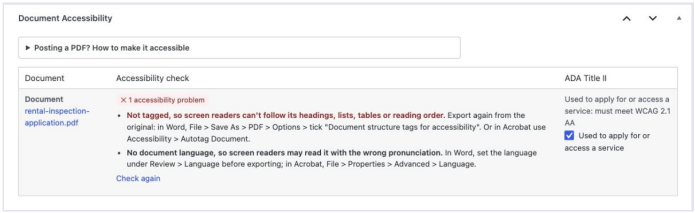
Ready for the accessibility deadline



The Department of Justice's ADA Title II rule requires state and local government websites, including the PDFs on them, to meet WCAG 2.1 AA. KosmicCivic tracks when every document was posted, checks each PDF, and keeps one list of what to fix before your date.



One page lists what to fix: agendas due, documents that failed the check, recordings without checked captions, and requests waiting.



Each PDF is checked when it's attached, with the fix in plain words and where it stands under Title II.

Your compliance date

April 26, 2028 for municipalities under 50,000 people and April 26, 2027 for larger ones, under DOJ's April 2026 interim rule. Confirm yours with your solicitor.

Every PDF checked

Tags, real text rather than a scan, a title and a language, with the fix in plain words.

Text versions

Agendas and minutes fill in as text from the PDF for staff to check, and meeting pages show both.

Captions and transcripts

Each recording says whether its captions were checked, with a transcript for audio.

Help at upload

A short checklist where files are uploaded: real headings, a title, and the right way to save as PDF.

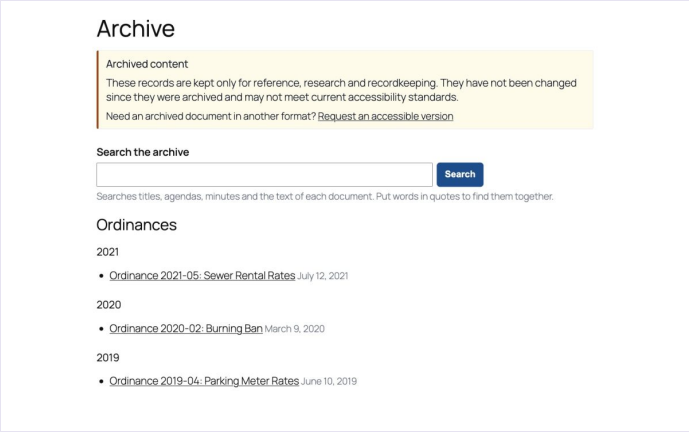
Plain-language hint

Sentences longer than 25 words are flagged while staff write notices for residents.

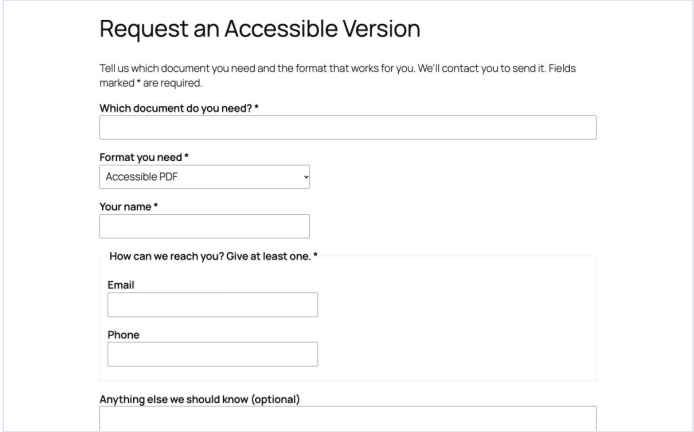
ARCHIVE & REQUESTS

An archive for older records, and a way to ask

Records kept only for reference can move into a clearly marked archive and stay locked against changes, two of the conditions of the rule's exception for archived content. Anyone who can't use a document can ask for another format from the page they're on.



Older records in a marked archive, with its own search.



A short form to ask for any document in another format.

Marked and locked

Archived records leave the main lists, carry an “Archived” label, and can't be edited until someone with permission takes them out.

Search the archive

The archive page has its own search, and other lists note when more matches are archived.

Request an accessible version

A link next to every document opens the form, or an email to the clerk if you prefer.

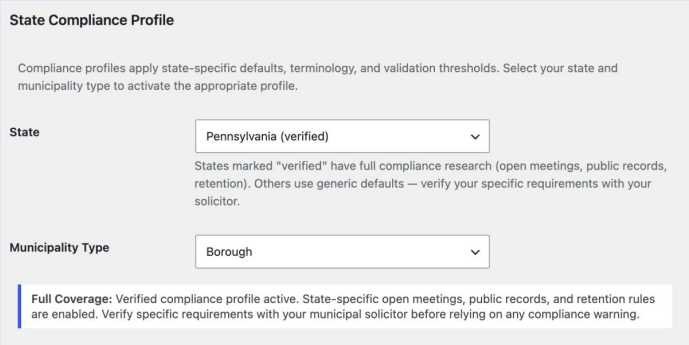
Tracked to the end

Each request gets a reference number and a status, and the file sent is kept with it.

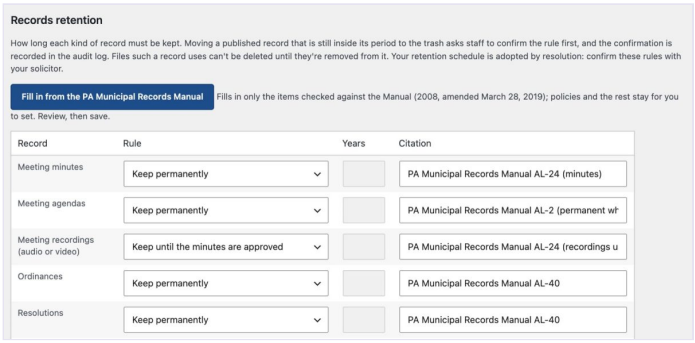
OPEN MEETINGS & RECORDS LAW

Your state's rules, built in

Choose your state and type of government and KosmicCivic sets the notice rules, terms and warnings to match. Profiles cover Pennsylvania, New York, New Jersey, Ohio and Florida, with a general profile for everywhere else. Confirm your requirements with your solicitor.



Pick your state and type of municipality, and deadlines, terms and warnings follow.



How long each kind of record is kept, filled in from the Pennsylvania Municipal Records Manual with each citation.

Warnings, never blocks

A late agenda or a missing vote record gets a warning, and posting still goes ahead.

Records retention

Set how long each kind of record is kept, or fill it in from the Pennsylvania Municipal Records Manual.

Nothing deleted by accident

Trashing a record still inside its retention period asks staff to confirm the rule, and logs it.

Policy reviews

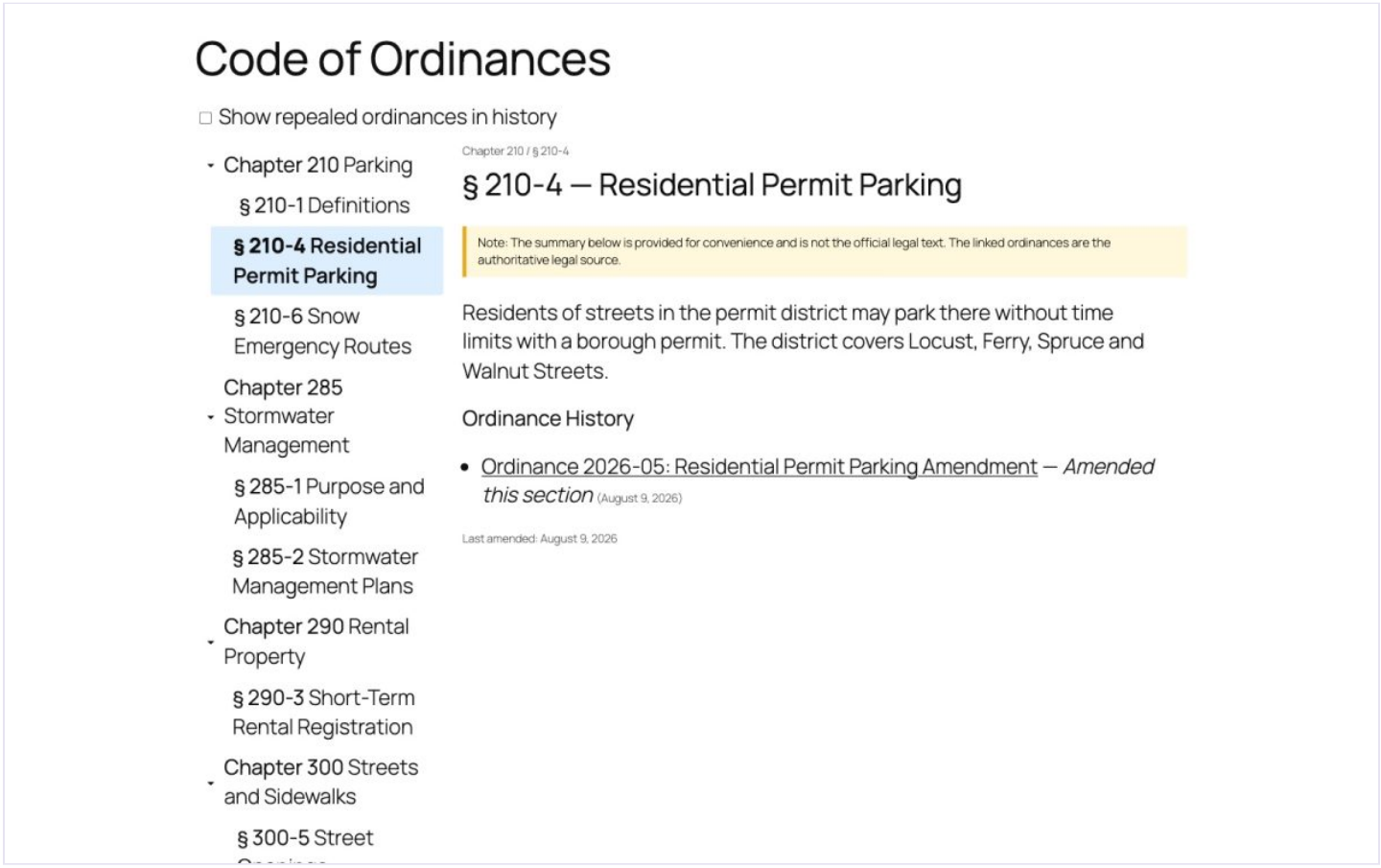
Reminders go to the policy owner before each review date.

MUNICIPAL CODE

Your code book, linked to the ordinances that changed it



Put your code of ordinances online as chapters and sections. Each section shows its summary and every ordinance that adopted, amended or repealed it, and its status changes when those ordinances do.



Each section of the code with its summary and the ordinances that changed it.

Chapters and sections

Two to five levels, numbered your way, such as Chapter 210 and § 210-4.

Amend, repeal, reserve

Link an ordinance to a section and the section's status changes to match.

Sorted like a code book

§ 210-2 comes before § 210-10.

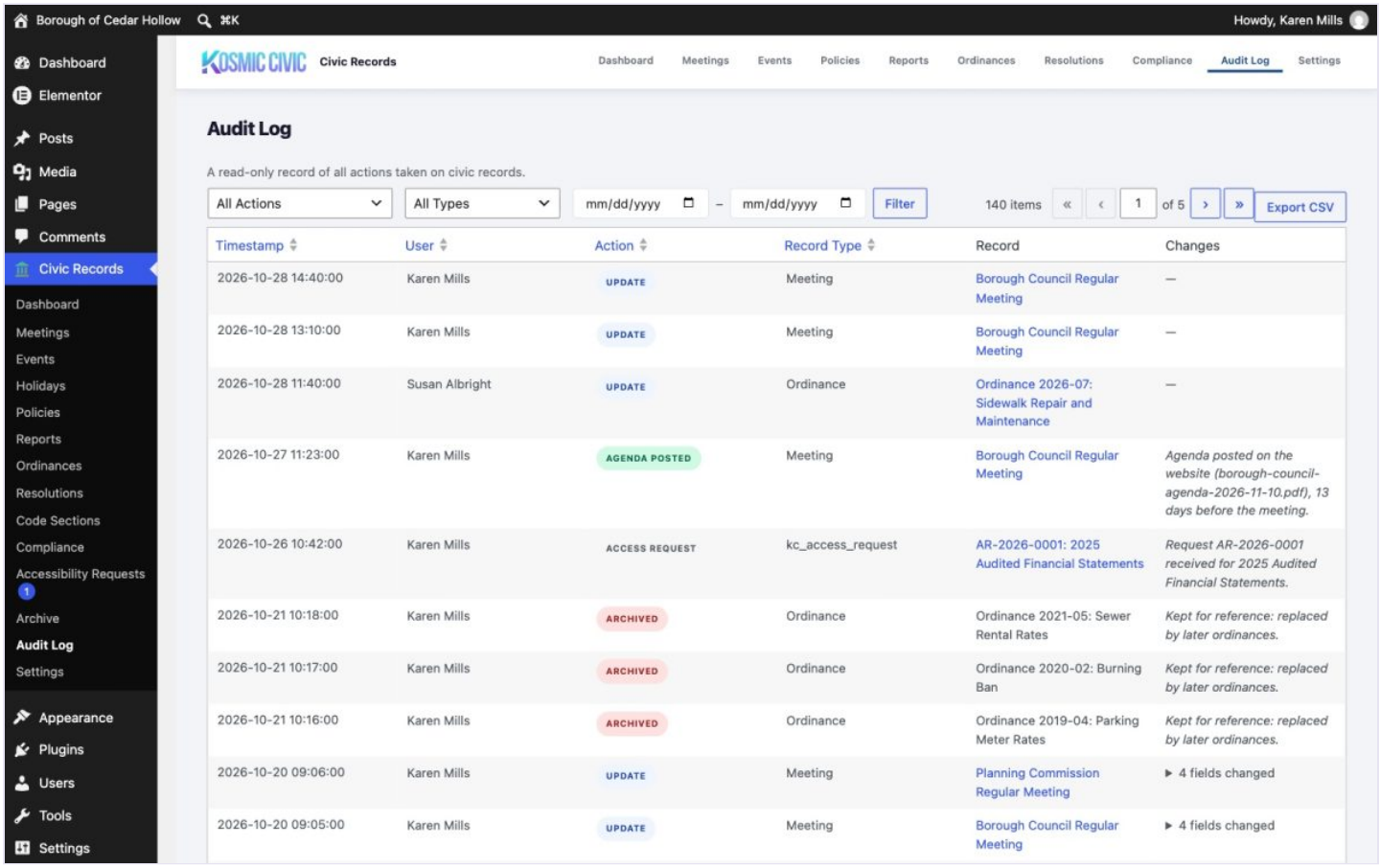
On your site

A code browser residents can open section by section, with the keyboard too.

ACCOUNTABILITY

Every change on the record

Every create, edit, status change and deletion is logged with who did it and when. Each record keeps its earlier versions, so you can see what changed and put an older one back.



Who changed what, and when, for every record. Export it to a spreadsheet at any time.

Audit log

Filter by action, record type and date, and export to CSV.

Version history

Compare versions and restore one, with the restore logged too.

Roles and permissions

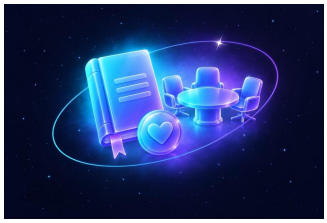
Decide who can edit, publish or delete each kind of record.

Archived means locked

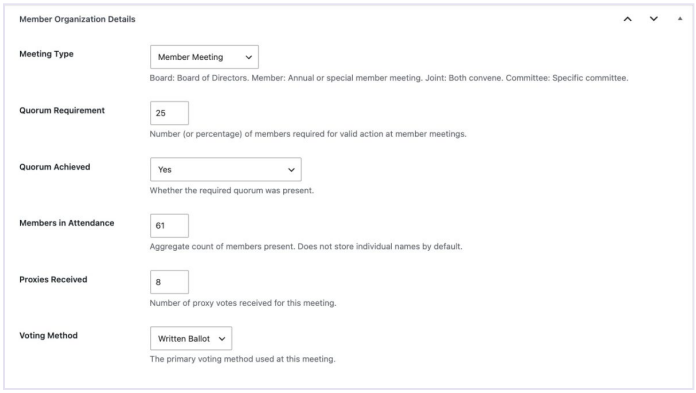
No one can edit or delete an archived record or its files until it's unarchived.

FOR NONPROFITS

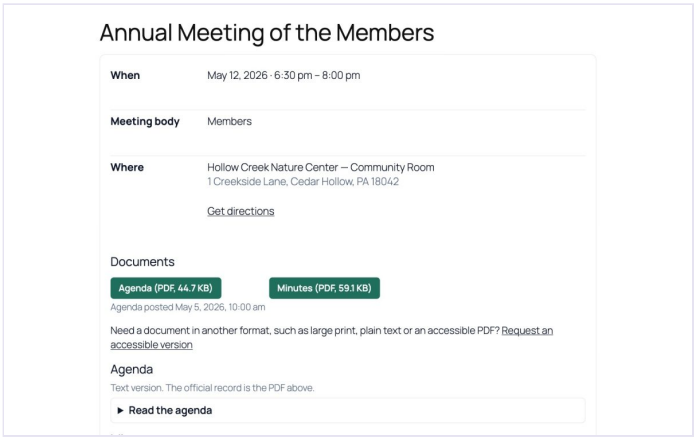
Built for nonprofit boards too



Switch KosmicCivic to nonprofit mode and it uses your terms: Board of Directors, directors and board chair. Bylaws, financial filings, and board and member meetings each get their own records, with the same search, history and accessibility checks.



Members' meetings record the quorum, attendance, proxies and how the vote was taken.



A nonprofit's annual meeting page, in the organization's own colors.

Bylaws

Each version with its adoption and amendment dates. Publishing a new current version marks the old one superseded.

Financial disclosures

IRS Form 990s, audits and conflict-of-interest disclosures, with the fiscal year, filing date and EIN.

Board and member meetings

Quorum, attendance, proxies and voting method for annual and special meetings of the members.

Who sees what

Mark a record public, members only, board only or internal.

501(c) profiles

Public charities, private foundations, social welfare organizations, trade associations and social clubs.

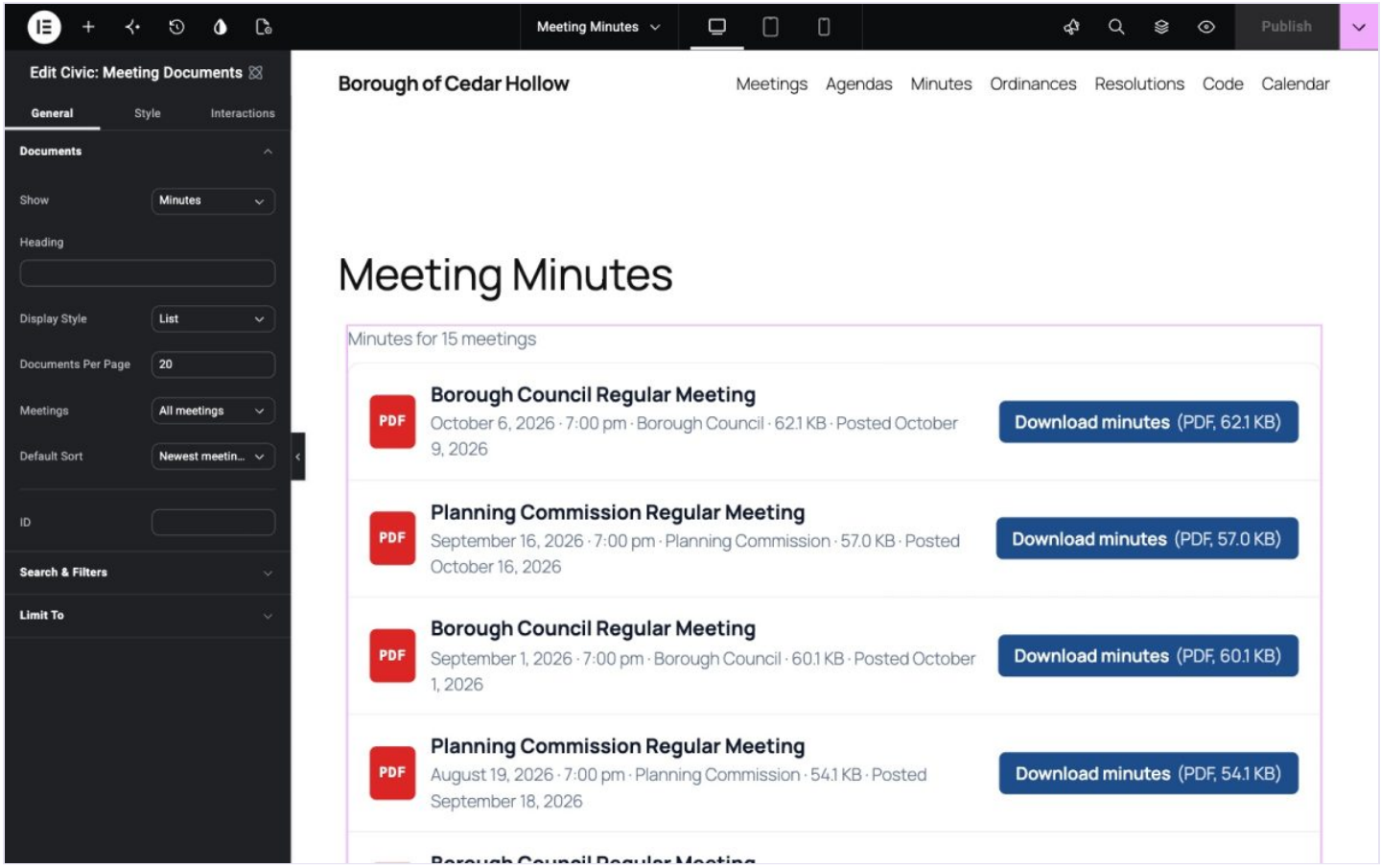
Both at once

Hybrid mode for organizations that keep government and nonprofit records side by side.

YOUR PAGE BUILDER

Place it with the tools you already use

However your site is built, records go where you want them.



In Elementor the Civic widgets come as Editor V4 widgets with their own settings, live as you design.

Elementor widgets

More than 20 Civic widgets, each in a classic and an Editor V4 version, taking Elementor's styles.

Theme Builder templates

Single templates for meetings and events, and dynamic tags for any record field.

Blocks and shortcodes

Blocks for the calendar and Meeting Documents, and shortcodes wherever shortcodes work.

Your colors

Set your brand colors once and buttons, links and badges follow.

SWITCHING OVER

Moving over without starting from scratch



Bring your records in from a spreadsheet, from the GovernDocs plugin, or from The Events Calendar and Modern Events Calendar. Every import shows what will come over before anything changes.

What comes across

- Records from a spreadsheet, checked row by row
- Everything the GovernDocs plugin kept
- Events, venues and repeating dates from The Events Calendar or Modern Events Calendar
- Old event links, redirected to the new pages

How the switch goes

- A dry run first, showing what will be created
- Imported meetings put on the right meeting body in one step
- Text read from every PDF so it can be searched
- Then switch the old plugin off

Works with Constellation

If Kosmic Edge manages your website, we can look after your records from Constellation, our client platform: posting agendas and minutes, setting up meeting schedules, checking compliance and pulling reports. Anything that deletes a record, changes settings or emails someone always needs a confirmation first.

YOUR SITE, YOUR DATA

Peace of mind

Your records stay with you

Records, documents and their history live in your own WordPress database and Media Library, not someone else's platform.

Designed for accessibility

Public pages are designed to WCAG 2.1 AA: keyboard access, labelled controls, and links that name each document.

Warnings, not roadblocks

Compliance checks tell staff what to fix and never stop them posting.

Updates in WP Admin

New versions arrive like any other plugin, with notes on what changed.

No outside services

Search, PDF checks and the calendar run on your own site, with no accounts to create.

People behind it

You work directly with the team in Easton that builds KosmicCivic, not a call center.

WHAT YOU NEED

WordPress 6.4 or later

With PHP 8.1 or later. Running it from Constellation needs WordPress 6.9.

Nothing else to sign up for

Word templates need the PHP zip extension, which most hosts include.

Optional extras

Elementor for page building. The Events Calendar or Modern Events Calendar only if you're moving off them.

GETTING STARTED

1. **Choose your profile**
   Municipal or nonprofit, your state and type. Terms and rules follow.
2. **Add your brand**
   Your name, logo, colors and contact details.
3. **Set up bodies and departments**
   Council, boards and committees, and the offices that own each record.
4. **Bring your records in**
   Import a spreadsheet, move over from GovernDocs, or upload as you go.
5. **Put records on your site**
   Archive pages, Meeting Documents, the calendar, or your page builder.
6. **Set your compliance date**
   Then work through the Compliance page, one item at a time.

KOSMIC CIVIC

Let's get your records online

KosmicCivic is made and supported by Kosmic Edge Marketing in Easton, Pennsylvania. Talk to the people who build it about setting it up for your municipality or nonprofit, or moving over from the system you use today.

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KOSMIC EDGE
NAVIGATE. LAUNCH. ELEVATE.

Screens shown use demonstration data. Features described are those of KosmicCivic as of October 2026.