

CAC Training Summary Handout: Open Meetings, Visitors Guidelines, and Citizens Communication

December

Open Meetings

- Austin ISD policy required that all regular (plenary) advisory meetings be open to the public. CAC subcommittee meetings can be either open or closed meetings. It is up to the Co-chairs to decide. When making this decision, Co-chairs should take into consideration the sensitivity of the topics that will be addressed during the subcommittee meeting.
- Having open meetings provides transparency and can result in increased community participation, which is one of the primary purposes of the CAC

Agendas

- A paper copy of the meeting's agenda **must** be posted at least 72 hours in advance in a location that is visible to the public, at all times.
- A good idea is to post your agenda on the schools' website, or sent it through campus emails, and possibly include it in a campus newsletter.
- The agenda **must** include the date, time and location of the meeting, and clear descriptions of the items that will be addressed at the meeting.
- Any changes to the agenda must be made before the 72-hour cut off prior to the start of the meeting.
- At the meeting, items can be pulled from the agenda or postponed, but items cannot be added.
- There can be no discussion of items that are not posted on the agenda.

Visitors and Comment Cards

- Members of the community should always feel encouraged and welcome to attend and observe CAC meetings.
- Following visitor guidelines ensures a balance between holding an open meeting and the CAC being able to conduct its required business.
- All visitors should RAPTOR in before making their way to the CAC meeting. Visitors also need to sign in upon arrival to the CAC meeting room.
- All visitors should be provided a copy of the [Citizens Communications](#) and Visitor Guidelines, a blank [Comment Card](#), and copies of any materials that are provided to the CAC members.
- All visitors should be asked to sit in an area designated just for visitors.
- All visitors should be provided a copy of the Citizens Communication and Visitor Guidelines, a blank Comment Card, and copies of any materials that are provided to the CAC members. Visitors should read these guidelines carefully to ensure that the procedures are followed.

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Citizens Communications

- A designated time for Citizens Communications should be set aside at the beginning of the meeting, before any discussion or voting takes place.
- This is the **only** time when visitors can share their comments.
- Speakers may comment on any issue directly related to the work of the CAC.
- It is acceptable to limit each speaker's comments to 2 minutes' total.
- This is not a time for discussion with the CAC members. It is a time for speakers to share their opinions, and for CAC to **listen**.
- If the CAC wants to have additional discussion regarding a topic that was brought up, request that the topic be placed on a future CAC agenda, allowing discussion with a guest speaker, or request a separate dialogue meeting.