



# AISD CAC TRAINING

November/  
Record Keeping and Meeting  
Process



# Record Keeping and Meeting Process

## Meeting Minutes

- CAC meeting minute must be prepared by the CAC secretary for all regular and other plenary meetings.
- Minutes need to include the meeting location, time of call to order, member and other attendance, record of decisions, a brief summary of the meeting, proceedings, and time of adjournment.
- The CAC needs to approve the meeting minutes during the following meeting.
- Minutes are not required for subcommittee meetings. However, the CAC Co-chairs can choose to require minutes for a subcommittee meeting. Approval of the subcommittee minutes is not required.



# Record Keeping and Meeting Process

## Records Maintenance

- Paper copies of agenda and approved minutes need to be maintained by the campus for a minimum of two years.
- A simple way to do this would be to download your agendas and minutes to a jump drive or keep a running log on a shared google document.
- In addition to an electronic version, you can always keep a hard copy for safekeeping.
- These records must be made available for viewing by the public upon request, so the principal should designate someone on campus as a point of contact to respond to public requests of CAC records.



# Record Keeping and Meeting Process

## Meeting Leadership

- CAC meetings are led by the Co-chairs.
- Co-Chairs are responsible for ensuring that meetings start and end on time, that they are orderly, and that they follow a written agenda.
- Co-Chairs should ensure that only items listed on the Agenda are discussed and that all members have an equal opportunity to speak.
- Since Co-Chairs share the role of presiding over the CAC meetings, some Agenda items should be assigned to each of the Co-Chairs.
- In addition, Co-Chairs are able to vote just like any other member, but all members' votes have equal weight. It is important that a Co-chair's vote is not considered more important than any other member's vote.



# Record Keeping and Meeting Process

## Quorum

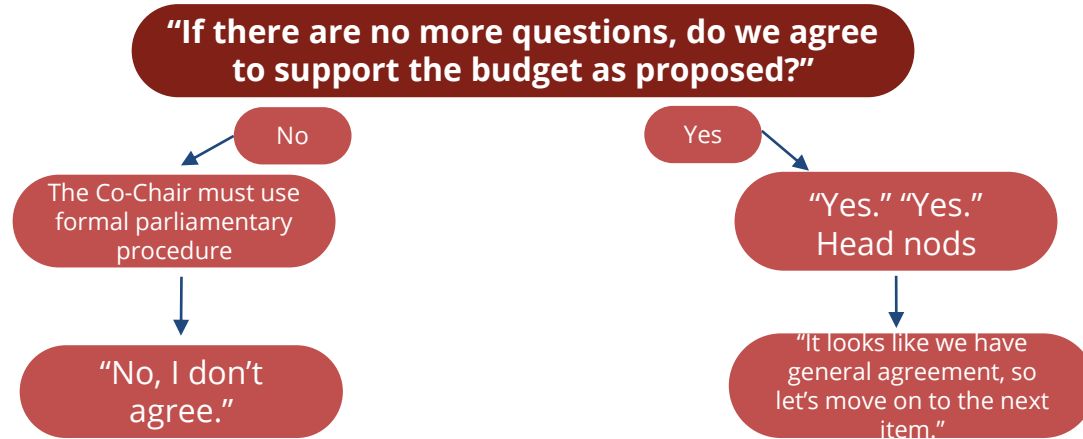
- For any decision making to occur during a CAC meeting, there must be a quorum present.
- A quorum is made up the majority of the current CAC membership. Vacancies do not count as part of the quorum.
- This means that no decisions can be made during a CAC meeting if less than half of the members are physically present. Members cannot email in their preference nor vote by proxy.



# Record Keeping and Meeting Process

## Agreement/Consensus

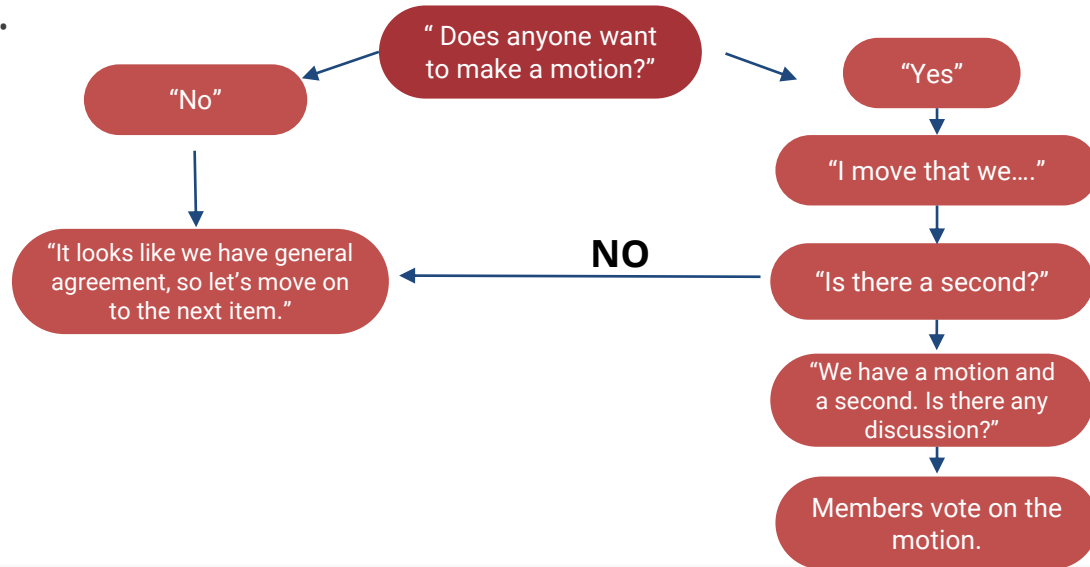
- When a decision must be made, general agreement, also known as consensus, is preferred. A consensus means that everyone on the committee can live with the decision and move onto the next item.



# Record Keeping and Meeting Process

## Parliamentary Procedure

- If there is no consensus the Co-chair needs to use formal parliamentary procedure.



# Confirmation of Training

AISD Thanks you for reviewing our CAC training module.

Please validate your participation in the training by clicking on the link below for acknowledgement.

[Verification Form](#)

