

# CAC Training Summary Handout: Record Keeping and Meeting Process

## November

### Meeting Minutes

- CAC meeting minutes must be prepared by the CAC secretary for all regular and other plenary meetings.
- Minutes need to include the meeting locations, time of call to order, member and other attendance, record of decision, 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 subcommittee meetings. Approval of the subcommittee minutes is not required.

### 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 doc.
- 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.

### Meeting Leadership

- CAC meetings are led by the Co-chairs.
- Co-chairs are responsible for ensuring that meetings start and end of 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-chairs vote is not considered more important than any other member note.

# CAC Training Summary Handout: Record Keeping and Meeting Process

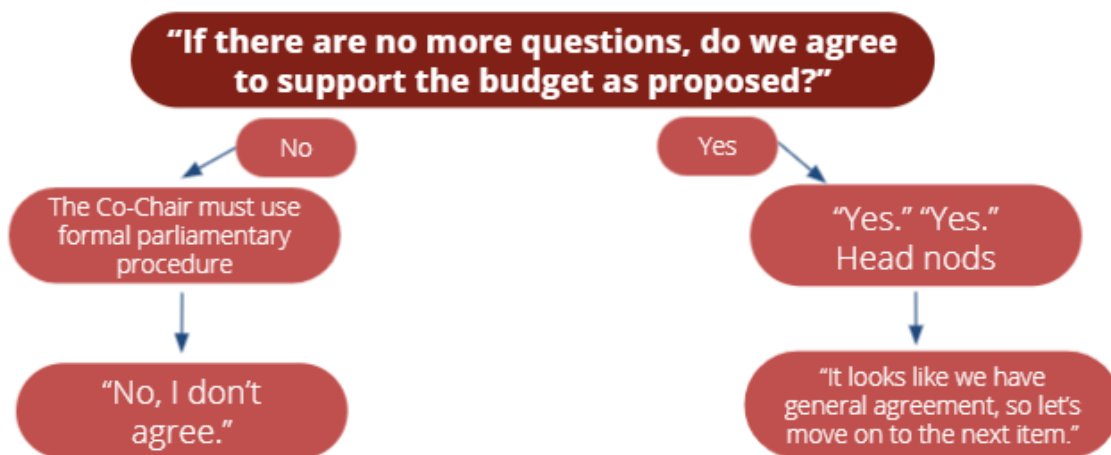
November

## 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.

## 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.



## Parliamentary Procedure

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

