

CAC Training Summary Handout: Members Roles and Responsibilities

October

Officer Elections

- At the first meeting of the year usually in August, the Council seats new members and elect's officers from the voting members.
- If there is no competition, an election is not required.

TAPR and PD

- The principal has a significant role in meetings, but they do not preside over meetings.
- The principal listens to the input from the Council and carefully considers what the Council has to say.
- The Principal ensure that new Council members receive training.
- The principal and the Co-chairs work together to develop monthly meetings agendas.

Co-Chair Responsibilities

- Co-Chairs run the meetings, maintain basic parliamentary procedures, and follow [stand guidelines for visitors and citizens communication](#).
- Co-Chairs must be firm when necessary, to wrap up comments and move on to the next item on the agenda.
- Co-Chairs monitor member's attendance, determine whether absences are excusable, and work with members to try to resolve any attendance problems.
- Each agenda item is assigned to only one Co-Chair who is responsible for presiding over that agenda item.
- Co-Chairs cite member misconduct when it occurs, and reprimand or dismiss members, if necessary.

Secretary Responsibilities

- The Co-Chairs ensure a CAC member serves as the Secretary for each regular and plenary meeting.
- This role may be rotated among CAC members.
- The principal may serve as the Secretary.
- The Secretary records meeting attendance.
- The Secretary briefly summarizes the proceedings of the meeting.

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Member Responsibilities

- Members are courteous at all times.
- Members wait to be recognized by the presiding Co-Chair before speaking during the meeting.
- Members respect the order maintained by the Co-Chairs.
- Members maintain reasonably regular meetings attendance. More than three unexcused absences within a one-year period may result in dismissal.
- Members avoid speaking on behalf of the Council unless authorized by the district.
- Members are encouraged to share their opinions and give advice on how they feel the CAC, campus, and District can improve.
- Members do not use their position to gain or attempt to gain an *undue advantage* for themselves or anyone else.
- Members refrain from any discussion or decisions where they may have a *conflict of interest* due to monetary connections to the matter.
- Members strive to be excellent representatives of their Council and Campus, and give informed and thoughtful advice to the principal about the importance of issues discussed by the Council.