

## CAC Training Video Summary: Open Meetings, Visitor Guidelines, and Citizens Communications

---

### Relevant Resources

- Training video: [English](#) and [Spanish](#)
  - [Citizens Communications and Visitor Guidelines](#)
  - [Speaker and Comment Card](#)
- 

### Open Meetings

- Austin ISD policy requires 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 tape the agenda, facing out, on the glass panel of one of your school's main entry doors.
  - **In addition** to the posted paper copy, CAC agendas can also be distributed through campus emails, campus websites, and bulletin boards inside the school.
  - The agenda **must** include the date, time, and location of the meeting, and a clear description 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.
  - CAC sample agendas are available on the CAC resources website.
-

**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 be asked sign in.
  - 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.
  - Visitors may choose to speak, or provide written comments, or both.
  - Visitors who would like to speak must read the [Citizens Communications and Visitor Guidelines](#) document **carefully**.
  - Visitors who would like to provide written comments should submit their comment cards to the CAC Secretary.
- 

**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 the **only** time when visitors can share their comments.
  - Speakers should be called in the order their Comment Cards were received.
  - Speakers may comment on any issue directly related to the work of the CAC.
  - It is acceptable to limit each speaker's comments to 2-3 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 the 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.
- 

**Additional  
Resources**

- You can find more resources, including training videos, publicity flyers, and sample agendas on our CAC website: [www.austinisd.org/advisory-bodies/cac/additional-resources](http://www.austinisd.org/advisory-bodies/cac/additional-resources)