

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