
CAC Training Video Summary: Record Keeping and Meeting Process

Relevant Resources

- Training video: [English](#) and [Spanish](#)
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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 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.
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Records Maintenance

- Paper copies of agendas 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 print the agendas and minutes and place them in a binder that is kept in the school office or school library.
 - 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.
 - In addition to hard copies, best practice would be to keep electronic copies of CAC records and post them on a dedicated CAC webpage.
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Meeting Leadership

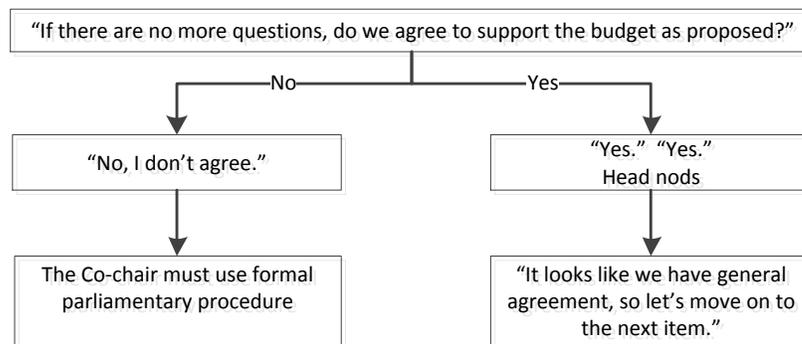
- CAC meetings are led by the Co-chairs.
 - Co-chairs are responsible for ensuring that meetings start and end on time, that they are orderly, and that they follow a written Agenda.
 - Co-chairs should ensure that only items listed on the Agenda are discussed and that all members have an equal opportunity 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 member votes have equal weight. It is important that a Co-chair's vote is not considered more important than any other member vote.
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Quorum

- For any decision making to occur during a CAC meeting, there must be a quorum present.
- A quorum is made up of 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 preferences nor vote by proxy.
- CAC meetings can still take place without a quorum, but only for presenting and discussing topics on the Agenda.

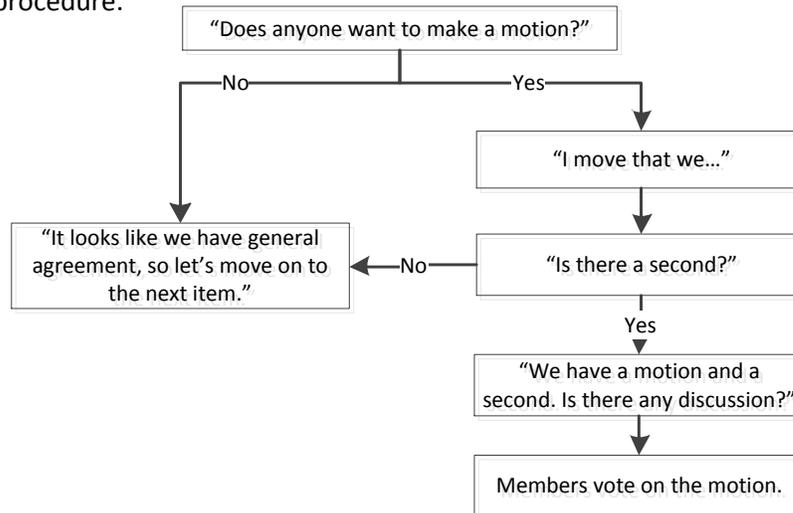
**Agreements/
Consensus**

- 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 on to the next item.



**Parliamentary
Procedure**

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



**Additional
Resources**

- For further training on the meeting process or parliamentary procedures, contact Joey Crumley, Planning Supervisor, at 512-414-9961 or jcrumley@austinsd.org.
- You can find more resources, including training videos, publicity flyers, and sample agendas on our CAC website: www.austinsd.org/advisory-bodies/cac/additional-resources