Information for Coordinators of District Advisory Committees

General

- x For district-level committees, whether they report to the Superintendent or to the Board of Trustees, the appropriate administrative office determines who is the coordinator of a committee and any needed support staff.
- x For Campus Advisory Councils (CACs), the principal serves as the coordinator, and determines any needed support staff.
- x Committee coordinators serve as ex-officio members. As such, they are not eligible to vote or serve as co-chairs.
- x Since coordinators work closely with the co-chairs, coordinators should become familiar with the Information for Chairs of District Advisory Committees
(https://www.austinisd.org/sites/default/files/dept/advisory

- x Agenda headers must include the name of the committee, meeting date, meeting location, and start time. Somewhere on the agenda should be contact information, should people have any questions.
- x Agendas serve to inform the public of exactly what will be covered at a meeting. 7 K H U H I R U H   D J H Q G D V   P X V W   Q R W   F R Q W D L Q   D Q \   J H Q H U L F   L W H   % X V L Q H V V ´   R U   ³ , W H P V   I U R P   0 H P E H U V ´   X Q O H V V   W K H U H   D U H   I R R W Q R W H V   W R   H [S O D L Q   Z K D W   Z L O O   E H   F R Y H U H G only 7 K H U H   D U items specified on the agenda may be discussed.
- x Each item on the agenda should have a specific co-chair designated as the presiding co-chair.
- x , I   D S S U R S U L D W H   D J H Q G D   L W H P V   V K R X O G   V K R Z   D O L J Q P H Q W strategic plan.
- x Agendas must be posted at least 72 hours in advance of a meeting (which may include weekends and holidays). If an agenda is posted prior to 72 hours, the agenda can be revised and reposted. But after 72 hours, a posted agenda cannot be revised.
- x Paper agendas must be posted in a place that can be viewed by the public at all hours. The district headquarters has a designated place for postings. For a campus, this would usually be on a glass-paneled main door, facing out. In addition to the mandatory paper posting, agendas for district-level committees must also be placed on their websites. For CACs, online postings are encouraged if the campus has the resources to do so.

Meeting Minutes

- x Minutes must be prepared for all regular and other plenary meetings.
- x Minutes must include the start and adjourn times, and date and location of the meeting.
- x Minutes must also include a record of attendance, for members as well as visitors.
- x Minutes do not have to be an exhaustive account of a meeting. Minutes are intended to provide a summary of the proceedings. But any votes or formal actions of the committee must be included in the minutes.
- x Minutes may or may not be required to be approved by a majority of the committee, and this will be stated in the committee bylaws or charter.

Websites and Record Maintenance
- x The Coordinator of District Advisory Bodies determines the minimum required content for committee websites, which include: committee descriptions; membership lists; meeting schedules, with posted agendas and minutes; bylaws or charters; and contact information. Coordinators ensure that committee websites are kept current.
- x Coordinators ensure that agendas and minutes are retained for at least two years.