CAMPUS ADVISORY COUNCILS
Orientation
PART ONE

WHAT’S MY CAC ALL ABOUT?
Campus Advisory Councils Are Required by State Law (Texas Education Code, §11.251)
It is only natural to have individual concerns and CAC members are encouraged to express them. However, CAC members must remember that their primary purpose is to address the needs and achievement levels of all students.
The role of the principal is to make effective campus-level decisions.

The role of the CAC is to provide advice and assistance to the principal.
IT’S ABOUT RESPONSIBILITIES …

- Assisting in review of relevant data
- Developing the Campus Improvement Plan (CIP)
- Holding an annual public hearing on campus performance
• Providing guidance in key areas related to the campus, such as budget, educational program, support services, staff development, communications, and stakeholder involvement
CAC membership consists of:

- The principal
- Teachers and other staff
- Parents
- Community representatives
- Business representatives
- Students (at secondary level)
IT’S ABOUT STRUCTURE...

CAC organization consists of:

- Two elected co-chairs
- An elected secretary
- The principal (as coordinator)
- Other CAC members
IT’S ABOUT RESPECT...

CAC members will always be:

- Courteous
- Constructive
- Tolerant of differences
- Orderly
PART TWO

MEETINGS
• Set of rules for conducting meetings

• Originated with the British Parliament, and now defined by *Robert’s Rules of Order, Newly Revised*
PARLIAMENTARY PROCEDURE

• Simpler than most people realize

• Based on a simple goal:
  Provide rules to ensure that business is conducted efficiently and that the majority’s will is implemented while protecting the minority’s right to be heard and considered
• If a decision is required, a motion must be made that the group take a certain action

• For consideration of the motion to proceed, another person must “second” the motion
MOTIONS

• After the motion is seconded, the group may discuss the motion

• After discussion, the group votes on whether or not it agrees with the motion (a show of hands is commonly used)
AMENDMENTS

• An amendment is a substitute motion or any change to an existing motion

• Amendments must also be seconded, and may be discussed before the group votes
AMENDMENTS

• All amendments and the original motion must be voted on, starting with the most recent amendment

• The total number of amendments allowed is often limited to two or three to avoid confusion
AGREEMENT BY CONSENT

• The Chair may avoid a formal vote on a motion or amendment by simply asking “Is there any objection to...?”

• If there is no objection, the motion or amendment passes
AGREEMENT BY CONSENT

• Anyone can say “I object” without being recognized and without having to state a reason.

• If there is an objection, the Chair must restate the motion or amendment and call for a vote.
• The co-chairs preside over the meeting. Members request to speak through the co-chairs.

• The co-chairs decide between themselves which one presides over specific agenda items.
• The co-chairs work with the principal to set the meeting agenda.

• The principal serves as CAC coordinator, providing information and facilitation.
• Agendas and background materials should be provided to members in advance of meetings.

• The agenda may contain action and/or discussion items.
• Approval of the minutes of the previous meeting should be a standing agenda item.

• Development of the CIP or reporting on its progress should be on most agendas.
A quorum is the majority of the current membership. Meetings may still be held without a quorum for presentations or discussion. However, no formal decisions (either by vote or consent) may be made without a quorum.
OPEN MEETINGS

• Reasonable efforts should be made to notify the school community of meetings in advance.

• Meetings must be open to the public.
OPEN MEETINGS

• It is recommended that public comment be limited to a set length of time at the beginning of each meeting. However, visitors should feel encouraged to observe meetings.
AUTHORITY

• The District Advisory Council is responsible for developing and maintaining CAC bylaws.

• The Board of Trustees must approve the CAC bylaws and any substantive revisions.
• The bylaws provide specifics in many areas, including purpose, responsibilities, meetings, and membership.

• The bylaws are available at the CAC web site in both English and Spanish.
CAC WEB SITE

• The CAC web site is at:
  http://www.austinisd.org/inside/cac/

• The CAC web site includes general information pertaining to CACs as well as several resource and orientation materials.