Information for Coordinators of District Advisory Committees

General

- 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.
- For Campus Advisory Councils (CACs), the principal serves as the coordinator, and determines any needed support staff.
- Committee coordinators serve as ex-officio members. As such, they are not eligible to vote or serve as co-chairs.
- 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-bodies/docs/Information-Chairs-of-Advisory-Committees-022618.pdf*). The coordinator may need to orient new co-chairs to their roles.

Meeting Agendas

- The coordinator consults with the committee co-chairs in setting agenda items. The coordinator is then responsible for preparing the agenda document.
- 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.
- Agendas serve to inform the public of exactly what will be covered at a meeting. Therefore, agendas must not contain any generic items, such as “Old Business,” “New Business,” or “Items from Members” unless there are bullets under these items or footnotes to explain what will be covered. There are no “open forums” at a meeting – only items specified on the agenda may be discussed.
- Each item on the agenda should have a specific co-chair designated as the presiding co-chair.
- If appropriate, agenda items should show alignment with applicable parts of the district’s strategic plan.
- 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.
- 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

- Minutes must be prepared for all regular and other plenary meetings.
- Minutes must include the start and adjourn times, and date and location of the meeting.
- Minutes must also include a record of attendance, for members as well as visitors.
- 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.
- 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

- 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.
- Coordinators ensure that agendas and minutes are retained for at least two years. Committee websites also include an archive of these materials.

Other Functions of the Coordinator

- Coordinators are responsible for making meeting arrangements, and providing background materials to members, preferably in advance of meetings.
- Coordinators provide sign-in sheets for members and visitors, and provide visitors with the Communications and Visitors Guidelines (*https://www.austinisd.org/sites/default/files/dept/advisory-bodies/Communications-Visitor-Requirements_rev-091019.pdf*), making Speaker and Comment Cards (*https://www.austinisd.org/sites/default/files/dept/advisory-bodies/docs/Speaker_Comment_Card.pdf*) available to visitors.
- Coordinators monitor member attendance, and advise members of infrequent attendance. Coordinators also monitor the terms of service of members, and advise members of expiring terms.
- For committees created by the Board of Trustees, the trustees make member appointments. However, for committees created by the Superintendent, coordinators are responsible for member selection. In so doing, coordinators may rely on applications received by the Coordinator of District Advisory Bodies, referrals, or recruitment.
- Coordinators ensure that new members are provided orientation to committee service.
- Coordinators work with the Coordinator of District Advisory Bodies in developing and revising bylaws, conducting biennial sunset reviews, and possible member disciplinary actions.
- If required or appropriate, coordinators prepare committee reports and recommendations to the administration or Board of Trustees.