

Information for Co-Chairs of District Advisory Committees

Effective Leadership

- x The co-chairs must ensure that meetings are orderly.
- x Become familiar with basic meeting procedures (see separate section below), the committee **¶ V E \ O D F Z K V D B W H U D Q G W K H G L V W U L F W ¶ G u i d e l i n e s P X Q L F D W** (https://www.austinisd.org/sites/default/files/dept/advisory-bodies/Communications-Visitor-Requirements_rev-091019.pdf), and ensure that all of these are followed.
- x Establish an expectation for timeliness ±consistently start and end meetings on time.
- x Monitor the amount of time given to each agenda item, or appoint a timekeeper.
- x Prior to discussion, inform members that the time given to them to speak may be limited to allow others an opportunity to speak.
- x If the time being spent on an item becomes overly long and you need to move on in the agenda, inform members that discussion will need to conclude and you will only be able to take a few more comments.
- x Do not allow discussion of items not posted on the meeting agenda (see separate section below).
- x If a member departs from the agenda, makes comments not related to the subject at hand, interrupts another speaker, or becomes discourteous, rule the member out of order.
- x The presiding co-chair must treat ex officio members, staff members, and visitors who may be present with the same expectations for order.
- x Assign one co-chair to preside over each item on the agenda ±
chair recognizes a member to speak or which co-chair may need to make other efforts to keep order ±it also allows the non-presiding co-chair to more freely participate in the discussion without undermining the impartiality and objectivity a presiding co-chair should demonstrate.
- x The co-chairs are certainly q 0.00000912 0 61612 792 re W* n BT /F4 11.04 Tf 1 0 0 1 90.024 362.21

±but this is not to say that the presiding co-chair can never express an opinion, so long as that opinion is not presented with any impression of
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- ±only a few basic procedures are necessary for meetings of district advisory committees. Therefore, committee bylaws and charters make Q R U H I H U H Q F H W R 5 R E H U W ¶ V 5 X O H V
- x The preferred method of decision-making for district advisory bodies is consensus approval ±the presiding officer simply asks if anyone objects to approving something or moving forward with something ±if there is no objection, then consensus is reached, but if any member objects, then a majority vote is necessary. (However, advisory committees should infrequently need to vote. Other than approving minutes and

- x After the motion is seconded, the presiding co-chair asks if there is any discussion ±the presiding co-chair recognizes members who wish to speak.
- x If there is no discussion, or after discussion concludes, then the presiding co-chair will call for a vote.
- x If a member feels that discussion is going on too long or is not necessary, a motion may be made to call the question. If this motion is adopted, the motion before the assembly is immediately and taken out of order. For this particular motion, a 2/3 vote is required rather than a majority. (If the presiding co-chair feels that discussion is going on too long or is not necessary, the presiding co-chair may suggest or request a motion to call the question.)
- x A member may move to amend a motion that is already on the floor ±amendments may be in the form of changing the existing motion or making a substitute motion.
- x Once seconded, an amended motion is also subject to discussion and vote ±voting is in inverse order, such that amended motions are voted on first, then the original motion.
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