Conducting a **Good** Academic Policy Committee (APC) Meeting

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Conducting a good meeting

**Why is it important?**

Because......

- A meeting is the structure used to implement your duties and responsibilities.

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**Why is it important?**

Because......

- The public can see you do your work - transparency
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Why is it important?
Because:

• You are a locally elected official

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Why is it important?
Because:

• Goal is to make the best decisions for your students

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Why is it important?
Because:

Focus on increased student achievement
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What is important?

To......

• Develop a focused agenda!

Your meeting agenda has been advertised!

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What is important?

To......

Conduct your meeting in public
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What is important?

How……

• Use of *Roberts Rules of Order* (RRO)

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What is important?

How……

• *RRO facilitates* a meeting that is *efficient* and *fair*

• *RRO provides each board member* the *opportunity* to participate in a *fair and respectful* manner.

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Characteristics of a well run meeting:

• A well developed, *clear agenda* is available well prior to any meeting

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Regular Meeting
1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Introduction of Visitors
5. Persons to be heard (public may comment on non-agenda items)
6. Approval of Consent Agenda Items
7. Approval of Agenda
8. Communications
9. Reports
10. Unfinished Business
11. New Business (public may comment on each item)
12. Personal
13. Miscellaneous
14. Executive Session
15. Future Agenda Items
16. Adjustment
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Characteristics of a well run meeting:

- Appropriate materials are available for APC members and the public
- APC members have done their homework and are prepared

Characteristics of a well run meeting:

- The chair understands their role
- The chair familiar with Robert’s Rules of Order
- Keeps the meeting on track with respect, civility and a firm hand.

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Characteristics of a well run meeting:

- All members get the opportunity to be heard
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Characteristics of a well run meeting:
• Limit duplicity of comments
• Keep the discussion germane to the topic
• Members understand the role of the chair and the meeting rules

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Characteristics of a well run meeting:
• A culture of a decorum of respect even during vigorous debate and disagreement.

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Characteristics of a well run meeting:
• When a decision is made it belongs to the entire committee even if you did not agree with it
Characteristics of a well run meeting:

- Only the committee acting as one legal unit has authority, no single member has any more authority than another.
- The APC works and acts in an ethical manner (as per policy and bylaws) that is transparent to the public.

References:


Board Basics – A primer for nonprofit board members, Jerry Covey