



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!



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What is important?

To.....



Your meeting agenda has been advertised!



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What is important?

To..... Conduct your meeting in public

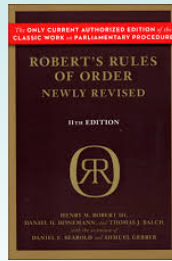


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What is important?

How.....

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



Conducting a good meeting

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.



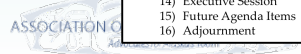
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Characteristics of a well run meeting:

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

Regular Meeting

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Introduction of Visitors
- 5) Persons to be Heard (*public 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) Personnel
- 13) Miscellaneous
- 14) Executive Session
- 15) Future Agenda Items
- 16) Adjournment



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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



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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



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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.



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References:

Ann Macfarlane, Jurassic Parliament –
www.jurassicparliament.org

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

www.rulesonline.com - Eleventh Edition of
Robert's Rules of Order Newly Revised