

Anderson Parent Advisory Council Guiding Principles for Meetings

Anderson PAC meetings are scheduled to run for approximately 1-1.5 hours once a month. To ensure that meetings are efficient and productive, the following etiquette guidelines have been created. All meetings shall follow Roberts Rules of Order, and it is the responsibility of the Chair to guide the meeting accordingly.

1. The draft agenda will be available on the PAC website prior to the meeting and will be confirmed via the passing of a motion to adopt the agenda at the start of each meeting.
2. The Chair shall hold primary speaking role and will direct others listed on agenda to present as their topic is addressed.
3. Agenda shall be followed by topic in order during meeting, with Chair directing conversation to move to next topic. Once a topic is completed, there will be no further conversation on it.
4. In order to address the topic at hand, attendees must raise their hand and be recognized by the Chair who will, with the support of the Vice Chair, create and maintain a list of speakers as necessary. The order of speakers will follow this list.
5. If the inquiry or comment is not on topic, the Chair shall redirect the inquiry to the Open Discussion portion of the meeting, with time permitting before the closure of the meeting.
6. Any inquiries or comments that are not associated with a listed agenda topic must only be brought up during Open Discussion/Q&A.
7. Arguments, fights, and unconstructive negative comments are unacceptable and will not be permitted.