

## Agenda Setting

- a. Meetings shall be set on days other than weekends, federal/state holidays, Anchorage School Board General Meetings and/or Anchorage School District in service days.
  - b. All agenda items requiring reports or read ahead materials shall be due to the secretary no less than 48 hours before the scheduled meeting.
  - c. The secretary shall electronically distribute agendas and supporting materials/reports to all APC members at least 36 hours prior to a scheduled meeting
  - d. The secretary or designee shall post agendas at the school, on the school's website and social media pages at least 24 hours prior to the scheduled meeting.
  - e. The APC shall use consent agenda items for all routine and recurring business. An APC member may request that a consent agenda item be removed from the consent agenda for full discussion.
  - f. APC meetings shall not exceed two hours and fifteen minutes, inclusive of recess time. With a majority vote, the board may extend a meeting an additional hour.
2. Format of Meetings
- a. Rilke staff shall set up the APC meeting venue prior to any after school meeting.
  - b. APC shall be seated by position and in a “U” shape. Officers and the principal shall be seated at the head of the table with non-voting members on the right (curriculum director, immediate past chair, RSI, RSV, and student council reps) and voting members to left (three committee chairs and staff-elected representatives).
  - c. The public shall be seated facing the APC with a delineated break between both groups.
  - d. There shall be a microphone and small table set up to facilitate public comments to the APC.
  - e. Secretary shall create name tags for APC voting and non-voting members that are visible to the attending public.
3. Conduct of Meetings
- a. Meetings shall begin with the Chair conducting roll and stating if a quorum exists.
  - b. Meetings shall include periods for public comment at the beginning and/or end of the agenda.
  - c. Meetings shall be conducted in accordance with the most current edition of Robert's Rules of Order.
  - d. The Principal and Curriculum directors, as contract employees, of the APC shall provide written reports for each general APC meeting.
  - e. The Chair shall conduct roll call votes for all motions that are not unanimous or during meetings where voting APC members call into a meeting to participate.
  - f. The Secretary shall post summary highlights of each general meeting on the school's website and social media pages within 24 hours of a general meeting.