<u>Advisory Council Meeting Guidance</u>

Advisory Councils are required to meet 5 times per year. If meeting in person is not an option, blended (in-person and virtual) or virtual meetings can be a solution. Quality is a priority and Advisory Council participants <u>must be</u> seen, heard and able to engage in discussions and decision making processes. All participants should have access to any documents that will be referenced prior to the meeting.

There are many virtual platforms available. Please work with your district's office of technology to determine the appropriate platform to use for your Advisory Council meeting.

If a virtual meeting is to be held, open meeting requirements <u>must</u> be met. The public must be informed of the virtual meeting and given instructions on how they can participate. We suggest using the same methods currently used to advertise Advisory Council meetings. It is also recommended that you take the following steps when planning a virtual meeting:

- Use a password protected platform.
- Consider providing an email address before the meeting to take questions or comments from the public.
- Share the agenda publicly prior to the meeting, only cover the items on the agenda during the virtual meeting.
- Designate a second person to monitor attendance/admittance and chat, email or Q&A functions used.
- Start with all participants muted.
- Record your meeting to share.
- Allow for virtual attendance to in-person meetings in certain circumstances. For example, a member who does not have transportation for a meeting or a member who is immunocompromised at the time of the meeting. (to be determined on a case by case basis by the center coordinator).
- Live stream the meeting if possible to encourage participation.
- To ensure an open meeting, post an email address that anyone can use to request an invitation/link to the virtual meeting.
- Indicate in notice of meeting if special accommodations are needed that they be requested prior to the meeting.

Record Keeping/Evaluation
- Coordinators should note in meeting minutes how AC members participated; in person or virtually.
- Collect required signatures by scan, mail or in-person meeting. Electronic signatures are acceptable. Sign in sheets will not be required.
- Advisory Council members must be able to be seen, heard and engage in discussions and decision making processes.
- A survey will be conducted after the first of the year to collect feedback from coordinators and evaluate effectiveness.