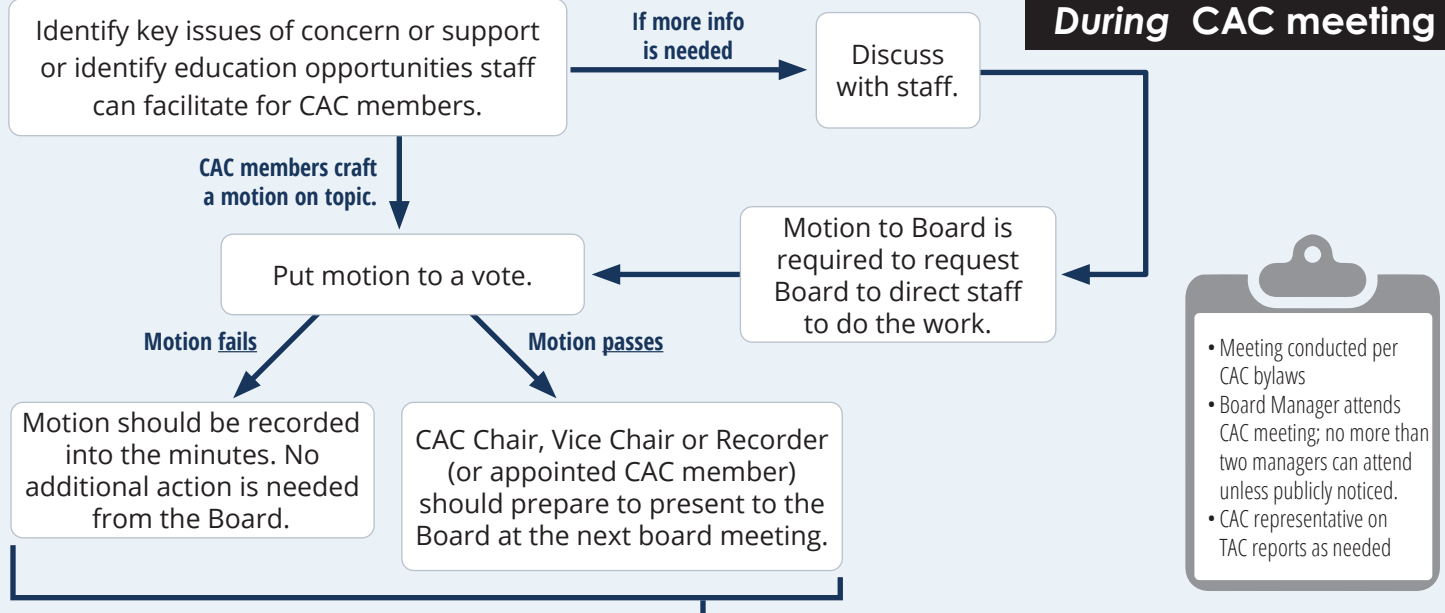# BOM-CAC Communication Process

Updated 6/24/2022
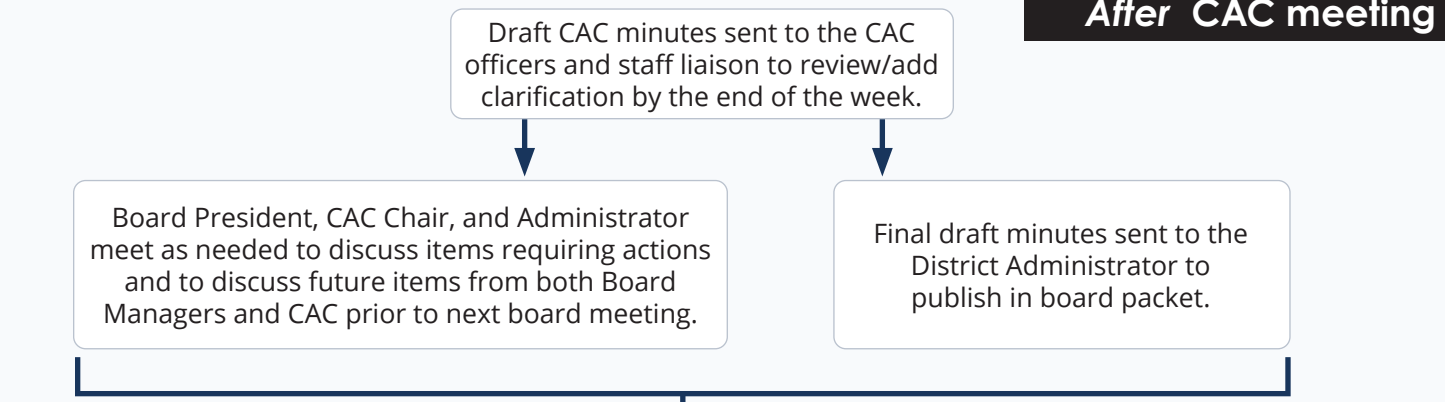
Keep in mind: The CAC and individual Managers do not have the authority to direct staff or make policy. Only the Board of Managers as a whole can direct staff or make policy.

During CAC meeting

BEGIN

Identify key issues of concern or support or identify education opportunities staff can facilitate for CAC members.

If more info is needed → Discuss with staff.

CAC members craft a motion on topic.

Put motion to a vote.

Motion to Board is required to request Board to direct staff to do the work.

Motion fails → Motion should be recorded into the minutes. No additional action is needed from the Board.

Motion passes → CAC Chair, Vice Chair or Recorder (or appointed CAC member) should prepare to present to the Board at the next board meeting.
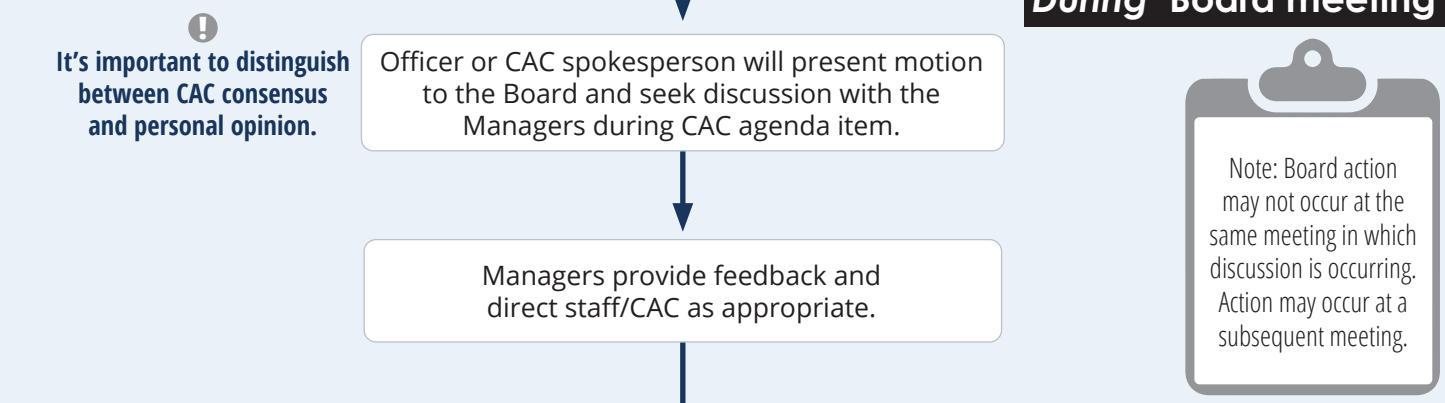
- Meeting conducted per CAC bylaws
- Board Manager attends CAC meeting; no more than two managers can attend unless publicly noticed.
- CAC representative on TAC reports as needed
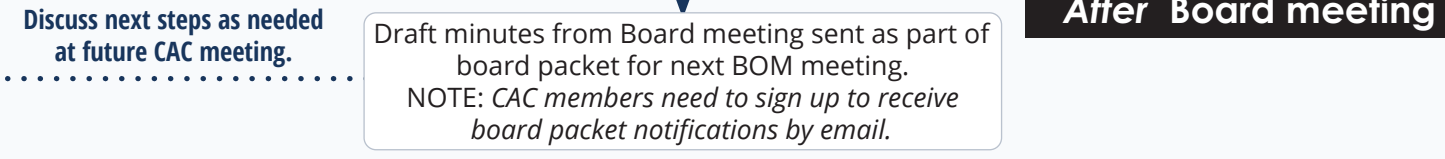
After CAC meeting

Draft CAC minutes sent to the CAC officers and staff liaison to review/add clarification by the end of the week.

Board President, CAC Chair, and Administrator meet as needed to discuss items requiring actions and to discuss future items from both Board Managers and CAC prior to next board meeting.

Final draft minutes sent to the District Administrator to publish in board packet.

During Board meeting

It's important to distinguish between CAC consensus and personal opinion.

Officer or CAC spokesperson will present motion to the Board and seek discussion with the Managers during CAC agenda item.

Managers provide feedback and direct staff/CAC as appropriate.

Note: Board action may not occur at the same meeting in which discussion is occurring. Action may occur at a subsequent meeting.

After Board meeting

Discuss next steps as needed at future CAC meeting.

Draft minutes from Board meeting sent as part of board packet for next BOM meeting.
NOTE: *CAC members need to sign up to receive board packet notifications by email.*