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**CAC Training Video Summary: Membership**

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**Relevant Resources**

- Training video: [English](#) and [Spanish](#)
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**Principal**

- The school Principal automatically serves on the CAC.
  - 1 minimum; 1 maximum
  - Not a voting member
  - Cannot be an officer
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**School Administrator**

- One additional School Administrator, like an Assistant Principal, is optional.
  - 0 minimum; 1 maximum
  - Not a voting member
  - Cannot be an officer
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**Parent Representative**

- Every CAC needs at least 6 Parent Representatives, but there is no limit to the number that can serve on the CAC as long as the number is equal to the number of Professional Staff.
  - 6 minimum; no maximum
  - Are voting members
  - Must live within the district
  - Must be a custodial parent or guardian of a student who is currently enrolled in the CAC's school
  - AISD employees may not serve as Parent Representatives.
  - Parents cannot serve on the CAC if their spouse or their child is already a member of the CAC.
  - One parent is expected to be the PTA President or President's designee.
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**Professional Staff Representative**

- Every CAC needs at least 6 Professional Staff Representatives, but there is no limit to the number that can serve on the CAC as long as the number is equal to the number of Parent Representatives.
  - 6 minimum; no maximum
  - Are voting members
  - Must be assigned to the CAC's school
  - Cannot be School Administrators
  - At least two-thirds need to be Classroom Teachers
  - At least one needs to have Special Education expertise
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- Terms of Service**
- All representatives serve for 2 years.
  - There is no limit to the number of times a representative can serve.
  - Membership renewal is not automatic.
  - Persons wishing to renew membership must make their interest known and go through the same process for membership as everyone else.
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- Officers**
- There are two elected officers on each CAC: two Co-chairs.
  - All of the elected officers must be voting members.
  - One of the Co-chairs must be elected from the staff members, and one from the non-staff members.
  - Principals and other School Administrators are not considered Professional Staff and so they cannot serve as officers.
  - All of the officers serve for 1 year.
  - Officer renewal is not automatic.
  - There is no limit to the number of times an officer can serve.
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- Additional Resources**
- If you are interested in joining your CAC, please contact your principal.
  - You can find more resources, including training videos, publicity flyers, and sample agendas on our CAC website: [www.austinisd.org/advisory-bodies/cac/additional-resources](http://www.austinisd.org/advisory-bodies/cac/additional-resources)
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