

APAC Leadership

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Electing Executive Committee

APAC shall elect from the membership an executive committee and the officers shall include a chairperson and vice chairperson and secretary.

- Officers shall be elected annually in the first quarter of each year by the majority vote of the APAC
- One member may hold no more than one office
- Duties:
 - **The chairperson** shall:
 - Preside over all meetings of APAC
 - Develop meeting agendas in coordination with the vice-chair and King County Metro staff;
 - Appoint subcommittees and members as necessary
 - Follow some form of [Robert's Rules of Order](#) to conduct an orderly meeting
 - Chairperson will be the default spokesperson for APAC.
 - **The vice chairperson** shall:
 - Assist in developing the agenda

- Perform roll call
- Other duties assigned by the chair
- Perform all the functions of the chairperson in his/her/their absence.
- **The secretary** shall:
 - Assist with taking meeting minutes
 - Records roll call, votes, and summary of discussions
 - Perform all the functions of the vice chairperson in his/her/their absence

Making Public Statements on Behalf of APAC

- APAC chair and/or appointed executive committee shall be the spokesperson and/or designate a spokesperson, members should not represent themselves as speaking for APAC.
- Members shall get the approval of APAC chair and/or executive committee prior to making statements or joining activities on behalf of the APAC.

APAC Committee Member Major Duties:

- Use of assigned King County email account when conducting board business only.
- Work with the board and staff to create an annual Work Plan;
- Assist with agenda development
- Promote board membership through community networking;
- Committed to King County's Equity & Social Justice Initiative. Click link for more info: <http://www.kingcounty.gov/exec/equity.aspx>
- Community outreach to promote board activity and gather public input on upcoming board business;
- Prepare for and participate in the discussions and the deliberations of the Board;
- Foster a positive working relationship with other Board members and King County staff;
- Participate in King County board member training sessions (Public Records Act; Open Public Meetings Act; Equity & Social Justice; Ethics)
- Be aware of potential conflicts of interest.
- While your personal experience provides insight to opportunities and barriers, APAC members are expected to follow the same process for making comments,

commendations and/or complaints of Metro services using Metro Customer Information Center

Leading APAC Meetings: Facilitating Tips for Executive Committee Members

- Understanding the goals of the meeting and the organization.
- Keeping the group on the agenda and moving forward its goals.
- Involving everyone in the meeting, including drawing out the quieter participants and asking for those who have not spoken yet to weigh in.
- Control the flow of the meeting by recognizing members who ask to speak.
- Let all members speak once before allowing anyone to speak a second time.
- To allow space for all members to speak use can use the process known as “**taking stack**” in which the chair/facilitator makes note of the people who raise their hand to speak and responds to them in turn.
- Give each speaker your undivided attention.
- Let the group do its own work; don’t over direct.
- When discussions get off-track, gently guide the group back to the agenda.
- Model courtesy and respect, and insist that others do the same.
- Keep an emotional pulse on the discussions.
- Making sure that decisions are made democratically. Allow a consensus to have the final authority of the group.

Developing and Adopting Meeting Ground Rules

When you want the participation to flow and for folks to really feel invested in following the rules, the best way to go is to have the group develop them as one of the first steps in the process. This builds a sense of power in the participants and a much greater sense of investment in following the rules.

DRAFT/SAMPLE common ground rules are:

- One person speaks at a time.
- Be respectful of each other.
- Contribute to meeting goals.

- Listen with an open mind.
- Stay on point and on time.
- No mocking or attacking other people's ideas.
- Show up on time and come prepared.
- Stay mentally and physically present.

Other resources

[Seeds of Change: Facilitation](#) is about helping the group to have an efficient and inclusive meeting. It's also about making sure everyone can be involved in discussions and making decisions.

[Citizen Advisory Boards](#) are a local government entity which consists of volunteer citizens from the community they represent. Citizen Advisory Boards add to the deliberative quality of a democracy by involving everyday citizens in political processes that help shape policies.