



## Guidelines for Conducting Surveys in Council Meetings

Circumstances may arise when it is appropriate for an ACS Committee or the Board to request the use of a Council meeting for collection of data through informal surveys conducted via audience response keypads (i.e. current technology, clickers). This should be done rarely and only when the issue being addressed is directly relevant to Council business and within the jurisdiction of the entity conducting the survey. The following guidelines are meant to provide guidance for such a situation.

- The intent of the straw poll must align with the ACS mission.
- The data to be collected must have potential to be useful and must be uniquely suitable for collection in a Council meeting.
- Any question to be posed must be phrased so it can be answered via audience response keypads (i.e. current technology, clickers) and so the results will be interpretable and meaningful.
- Any Council meeting can accommodate, at best, a very limited number of surveys, dependent on the availability of time in the schedule.
- Any visuals used should conform to **Guidelines for Visual Presentations and Handouts to Council**.
- The conduct of a survey using audience response keypads (i.e. current technology, clickers) might cause a committee or presenter to exceed the time usually allocated for their reports; thus, each instance of surveys will require explicit CPC approval.