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Revised: \_\_\_\_\_  
Last Reviewed: March 15, 2016

District 77 Policy 215

## **215 CITIZEN ADVISORY COMMITTEES**

### **I. PURPOSE**

The purpose of this policy is to establish guidelines for the use of Citizen Advisory Committees.

### **II. GENERAL STATEMENT OF POLICY**

In order to solicit the advice and council of citizens in planning and operating schools and in order to make use of special skills and abilities of citizens, the school board may appoint Citizen Advisory Committees to perform specific functions.

### **III. REQUIREMENTS**

- A. Advisory committees shall be appointed when there is a definite function to be performed, and this function shall be indicated to the committee in writing when it is appointed.
- B. Advisory committees shall be appointed early enough to allow adequate time for a thorough study by the committee before reporting to the Board.
- C. The board shall seek the advice of the Superintendent before establishing or dissolving any advisory committee.
- D. Each committee shall be instructed as to:
  - 1. The length of time each member is being asked to serve.
  - 2. The service the board wishes it to render.
  - 3. The resources the board intends to provide to help it complete its job.
  - 4. The approximate dates on which the board wishes it to submit reports.
  - 5. The board policies governing citizens committees to help clarify relationships from the beginning.
  - 6. The approximate date on which the board wishes to dissolve the committee.
- E. The board shall see that the public is made aware of the services rendered by such committees of citizens as it may appoint and shall see that the public is informed of all major conclusions and recommendations made by such committees.

***Legal References:*** none  
***Cross References:*** none