

CITIZEN ADVISORY COMMITTEE AND TASK FORCES

The following guidelines have been prepared to assist a citizen advisory committee or task force:

- A. A specific charge or assignment will be made to the committee.
- B. The district will appoint a committee member based upon the person's interest and the individual's potential contribution to the accomplishment of the committee's task.
- C. The committee will be advisory only.
- D. The duration of the life of the committee will be indicated when it is established. The district may authorize the committee to continue its work beyond the original termination date.
- E. Staff consultants and other resource assistance will be made available. The committee may elect to request advice or opinions from others as well, including representative citizens.
- F. Committee meeting guidelines are as follows:
 - 1. The frequency of meetings, meeting times, meeting places and the nature of the meeting announcements will normally be determined by the committee;
 - 2. The committee may invite public attendance if it feels such attendance shall facilitate the accomplishment of its goals; and
 - 3. The committee will develop meeting procedures to assist in the orderly pursuit of its ask.
- G. Expenses of the committee may be allowed if authorized in advance.
- H. Appointment of the committee chair will be the prerogative of the committee.
- I. By agreeing to serve on the committee, a person indicates his/her willingness to comply with the guidelines for a citizens' advisory committee/task force and with specific guidelines and procedures developed for the committee.
- J. If the committee acts on behalf of the board, conducts hearings, or takes testimony or public comment, its meetings will be open to the public. RCW 42.30.020.

Revised: December 18, 2023