

## **1070 CITIZENS' ADVISORY COMMITTEES**

Advisory committees should be appointed only when there is a definite function to be performed, and this function will be communicated to the committee in writing when it is appointed. The School Board shall have the sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee. Specific topics for study or well-defined areas of activity shall be assigned in writing to each committee immediately following its appointment.

Each committee shall be instructed as to:

1. The length of time each member is being asked to serve.
2. The service the School Board wishes it to render.
3. The resources the School Board intends to provide to help it complete its job.
4. The approximate dates of which the School Board wishes it to submit reports.
5. The time and place of the first meeting.
6. The School Board policies governing citizens' committees.
7. Its relationships with the School Board as a whole, with individual School Board members, with the Superintendent, and with other members of the professional staff.
8. The approximate date on which the School Board wishes to dissolve the committee.
9. Who will serve as a liaison between the committee and the School Board.

All appointments of citizens to advisory committees for the School Board shall be made by the School Board.

All appointments of staff members to citizens' advisory committees for the School Board shall be made by the Superintendent with the approval of the School Board. Staff members shall constitute a minority of any citizens' advisory committee.

School Board members shall not be official members of advisory committees but may visit sessions of committees as ex officio.

The Superintendent may appoint a staff member to assist each advisory committee; such committee assistants shall be responsible to the Superintendent.

Expenditures of School District funds and the use of School District supplies, equipment, and personnel shall be carried out only upon prior approval of the Superintendent.

When a citizens' advisory committee is ready to submit its final report, the School Board shall arrange a joint meeting for the purpose of receiving the report.

The School Board shall see that the public is made aware of the services rendered by citizens' advisory committees and that the public is informed of all conclusions and recommendations made by such committees.

Adopted: 06-09-1970 ISD 709

Revised: 06-20-1995 ISD 709