

CITIZENS' ADVISORY COMMITTEES AND TASK FORCES: 4110P

The following guidelines have been prepared to assist ad hoc citizens' advisory committees:

- A. A specific charge of assignment shall be made to the committee.
- B. The appointment of a committee member shall be based upon the person's interests and the individual's potential contribution to the accomplishment of the committee's task.
- C. The committee shall be advisory only. The District does not and, under the law cannot, relinquish its decision-making responsibilities.
- D. The committee shall make periodic progress reports to the Board, Superintendent, or designee; such interim reports, as well as the committee's final findings and recommendations, shall become matters of public record.
- E. Minority recommendations, as well as those of the majority, shall be welcomed.
- F. The duration of the committee shall be indicated when it is established. The District may authorize the committee to continue its work beyond the original termination date.
- G. Staff consultants and other resource assistance shall be made available. The committee may elect to request advice or opinions from others as well, including representative citizens of the community.
- H. Committee meeting guidelines are as follows:
 - 1. The frequency of meetings, meeting times, and meeting places, shall normally be determined by the committee membership.
 - 2. The committee shall communicate to the District's Communications office the dates, times and locations of its meetings. The Communications office shall handle ~~for~~ public notification through the District's website, local newspapers, District and school newsletters, etc. Notification of a special meeting, change of date, or change in location shall be handled in the same manner as notifications of special Board meetings.
 - 3. Meetings shall be open to the public. The public shall not be afforded the opportunity to speak at these meetings, but shall be provided comment cards for submission to the committee membership.
 - 4. The committee shall develop meeting procedures, which shall assist in the orderly pursuit of its task.
- I. Expenses of the committee may be allowed if authorized in advance.
- J. Appointment of the committee chair shall be the prerogative of the Board and/or Superintendent.
- K. By agreeing to serve on the committee, a person indicates his/her willingness to comply with the District's guidelines for ad hoc citizens' advisory committees/task forces and with specific guidelines and procedures developed for the committee.

Adopted and Revised under Policy Governance – 06/26/12

Formerly Procedure – 4220P; Adopted or Previously Revised – 02/11/02