



Citizen Advisory Committees and Task Force

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

- A. A task force is a temporary and specialized group of individuals or organizations brought together to accomplish a specific objective or address a particular issue or problem. Unlike an advisory committee, a task force is more action-oriented and actively engages in tasks or projects to achieve its goals. Task forces are often temporary and interdisciplinary groups that work together to find solutions and implement actions. Task forces are typically formed when there is a need for collaboration among different experts or stakeholders to tackle complex or multifaceted challenges that may go beyond the capabilities of a single individual or entity. The work of a task force should not exceed 12 months.
- B. An advisory committee is a group of experts, stakeholders, or individuals with specialized knowledge and experience in a particular field or domain. Their primary function is to provide advice, guidance, and recommendations to an organization, government agency, or decision-making body. Advisory committees offer insights and suggestions based on their expertise to help the entity they advise make informed choices.
- C. After the task force meets its objective and makes recommendations to the board, the leader may choose to recommend (to the board) that the task force become an advisory committee that meets on a regular, on-going basis for up to 24 months.
- D. A specific charge or assignment will be made to a task force. Recommendations from a task force should be taken into account when forming an advisory committee.
- E. Committee members will be selected through an application process that expresses their interest in the topic. Applications will be reviewed to understand the person's interest and individual potential contribution to the accomplishment of the task.
- F. The task force and advisory committee will be advisory only and does not have decision making authority. The task force and advisory committee are recommending bodies. The board does not and, under the law cannot, relinquish its decision-making responsibilities. Minority recommendations, as well as those of the majority, will be welcomed by the board.
- G. The task force and advisory committee will make periodic progress reports to the board; such interim reports as well as any final findings and recommendations will become matters of public record by virtue of their presentation to the board in a public board



meeting.

H. The continuing need and duration of the life of the work will be indicated when recommendations from the task force are given to the board. The board may authorize the chair to form an advisory committee to continue its work beyond the original termination date.

I. Staff consultants and other resource assistance will be made available. The task force and/or advisory committee may elect to request advice or opinions from others as well, including representative citizens.

J. 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 chair;
2. The task force and/or advisory committee may invite public attendance if it feels such attendance will facilitate the accomplishment of its goals; and
3. The task force and/or advisory committee will develop meeting procedures to assist in the orderly pursuit of its task.

K. Expenses of the task force and/or committee may be allowed if authorized in advance.

L. Appointment of the chair will be made in consultation with the board.

M. By agreeing to serve on the task force/committee, a person indicates his/her willingness to comply with the board's guidelines for a task force advisory committee and with specific guidelines and procedures developed for the committee.