Citizens' Advisory Committees, Task Forces, and Citizen Participation on Standing Committees

Definitions:

Ad hoc committee: A committee formed for a specific task or objective, and dissolved after the completion of the task or achievement of the objective.

Citizens' Advisory Committee: An ad hoc committee of citizens that is formed for a specific purpose and time frame.

Standing Committee: A district committee that is considered permanent, meets regularly and includes representatives from multiple stakeholder groups including district personnel and citizens.

Task Force: An ad hoc committee formed for a specific purpose and time frame that includes representatives from multiple stakeholder groups including district personnel.

Citizens' Advisory Committee or Task Force

The following guidelines have been prepared to assist an ad hoc citizens' advisory committee, or task forces.

A. A specific charge or assignment shall be made to the citizens' advisory committee or task force.

B. The board shall appoint a citizens' advisory committee or task force member based upon the person's interest and the board's judgment of the individual's potential contribution to the accomplishment of the committee's task.

C. The citizens' advisory committee or task force shall be advisory only. The board does not and, under the law cannot, relinquish its decision-making responsibilities.

D. The citizens' advisory committee or task force shall make periodic progress reports to the board; such interim reports as well as the committee's final findings and recommendations shall become matters of public record by virtue of their presentation to the board in a public board meeting.

E. Minority recommendations, as well as those of the majority, shall be welcomed by the board.

F. The duration of the citizens' advisory committee or task force shall be indicated when it is established. The board may authorize the committee to continue its work beyond the original termination date.

G. The superintendent shall provide staff consultants for resource and meeting coordination. The citizens' advisory committee or task force may elect to request advice or opinions from others as well, including representative citizens.

H. Citizen advisory committee or task force meeting guidelines are as follows:

   1. The frequency of meetings, meeting times, meeting places and the nature of the meeting announcements shall 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.

3. The committee shall develop meeting procedures to 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.

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

L. Committee members shall recuse themselves from participating in, or voting on, any committee report, recommendation, proposal, or position that, if adopted by the school board, would result in a financial benefit to the committee member or a member of his or her immediate family.

M. The superintendent, in coordination with the board, shall establish an open application process for citizen representatives to serve on citizen advisory committees or task forces. The board may screen and select representatives to serve on each.

N. The superintendent will forward appointment recommendations to the board of directors.

Citizens Serving on District Standing Committees

The following guidelines are provided for citizen representatives serving on district standing committees:

A. The superintendent, in coordination with the board, shall establish an open application process for citizen representatives to serve on district standing committees. The board may screen and select citizen representatives to serve on each.
B. The superintendent will forward appointment recommendations to the board.
C. The board shall appoint a citizen based upon the person's interest and the board's judgment of the individual's potential contribution to the accomplishment of the standing committee's task.
D. Citizen representative terms on district standing committees will be for three years and will be staggered.
E. Citizen representative members on district standing committees shall recuse themselves from participating in, or voting on, any committee report, recommendation, proposal, or position that, if adopted by the school board, would result in a financial benefit to the committee member or a member of his or her immediate family.
F. By agreeing to serve on a district standing committee, a person indicates his/her willingness to comply with the district's guidelines and procedures developed for the standing committees.

Management resources: Policy News, October 2011

Adopted: February 13, 2012
Amended: July 13, 2015