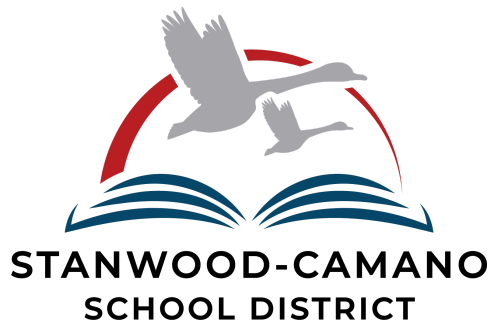




26920 Pioneer Highway, Stanwood, WA 98292
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Citizens Advisory Committee & Task Force Organization Form

The superintendent and/or board may appoint a citizens' advisory committee or task force as is necessary to establish interaction with the community about selected issues.

The committee shall study school matters and submit their findings and recommendations to the superintendent and/or board.

This committee shall be formed by authorization of the board. Such authorization shall include a description of the responsibilities and reporting relationships and shall specify the duration of the committee's existence.

All Citizen's Advisory Committees and Task Forces must comply with Stanwood Camano School District School [Board Policy and Procedure 4110](#)

Every student is empowered to learn in an inclusive setting
and is prepared for the future of their choice

Citizens Advisory Committee & Task Force Applicant Information

1. Name of proposed Advisory Committee or Task Force: _____
2. Proposed charge or assignment of the committee:

3. What is the proposed duration of the Committee or Task Force: _____
4. Proposed meeting place(s): _____
5. Proposed meeting time(s): _____
6. Frequency of meetings: _____

Name: _____

Email: _____

Phone: _____

Citizens Advisory Committee & Task Force Guidelines

The following guidelines must be followed by Citizen's Advisory Committees and Task Forces:

- A. A specific charge or assignment shall be made to the committee.
- B. The board or superintendent shall appoint a committee member based upon the person's interest and the judgment of the individual's potential contribution to the accomplishment of the committee's task.
- C. The committee shall be advisory only. The board or superintendent does not and, under the law cannot, relinquish its decision-making responsibilities.
- D. The committee 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 committee shall be indicated when it is established. The board or superintendent 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, meeting places and the nature of the meeting announcements shall normally be determined by the committee.
 - 2. The committee's meetings shall be open to the public.
 - 3. 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. The process for the appointment of the committee chair shall be the responsibility of the board or superintendent.
- K. By agreeing to serve on the committee, a person indicates his/her willingness to comply with the guidelines for an ad hoc citizens' advisory committee and with specific guidelines and procedures developed for the committee.