

Citizens' Advisory Committee

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

- 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.