

**Citizens' Advisory Committees Procedures**

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

1. A specific charge or assignment shall be made to the committee.
2. The superintendent and/or board shall appoint committee members based upon the person's interest, expertise, or ability to contribute to a successful outcome of the committee's task. Committee appointments shall also take into consideration the district's diversity policy.
3. The committee shall be advisory only. The board does not and, under the law, cannot relinquish its decision-making responsibilities.
4. The superintendent shall keep the board apprised of the committee's work on assigned tasks. Materials developed by committees shall become public record and belong to the district.
5. Minority recommendations, as well as those of the majority, shall be welcomed by the board.
6. The approximate duration of the committee shall be indicated when it is established. The board may authorize the committee to continue its work beyond the original termination date.
7. Staff consultants and other resource assistance shall be made available upon request. The committee may elect to request advice or opinions from others including representative citizens of the community.
8. Committee meeting procedures are as follows:
  - 8.1 The frequency of meetings, meeting times, meeting places, and the nature of the meeting announcements shall normally be determined by the committee.
  - 8.2 The committee may invite public attendance if it feels such attendance shall facilitate the accomplishments of its goals.
  - 8.3 The committee shall develop meeting procedures which shall assist in the orderly pursuit of its task.
  - 8.4 An accurate record of meeting agendas and outcomes will be kept in readable, chronological form.
9. Expenses of the committee may be allowed if authorized in advance.
10. Committee chairpersons may be appointed by the superintendent or board or may be elected by members of the committee.
11. Whenever possible, committee members will be informed as to the outcome of their recommendations.

By agreeing to serve on the committee, a person indicates his or her willingness to comply with the board's procedures for an ad hoc citizens' advisory committee and with the specific procedures developed for the committee.

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