

Citizens' Advisory Committee and Task Forces

The superintendent and/or board may appoint a citizens' advisory committee or task force as is necessary to gather public input and/or establish interaction with the community about selected issues. The committee will study school matters and submit their findings and recommendations to the superintendent and/or board. This committee will be formed by authorization of the board. Such authorization will include a description of the responsibilities and reporting relationships and will specify the duration of the committee's existence.

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

1. A specific charge or assignment will be made to the committee.
2. The board will appoint a committee 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.
3. The committee will be advisory only. The board does not and, under the law, cannot relinquish its decision-making responsibilities.
4. The committee will make periodic progress reports to the board; such interim reports as well as the committee's final findings and recommendations will become matters of public record by virtue of their presentation to the board in a public board meeting.
5. Minority recommendations, as well as those of the majority, will be welcomed by the board.
6. The duration of the life of the committee will 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 will be made available. The committee may elect to request advice or opinions from others as well, including representative citizens of the community.

8. Committee meeting guidelines are as follows:
 - a. The frequency of meetings, meeting times, meeting places and the nature of the meeting announcements will normally be determined by the committee;
 - b. The committee may invite public attendance if it feels such attendance will facilitate the accomplishment of its goals; and
 - c. The committee will develop meeting procedures which will assist in the orderly pursuit of its task.
9. Expenses of the committee may be allowed if authorized in advance.
10. Appointment of the committee chairman will be the prerogative of the board.
11. By agreeing to serve on the committee, 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.
12. If the committee acts on behalf of the board, conducts hearings, or takes testimony or public comment, its meetings will be open to the public (RCW 42.30.020).

July 10, 2001
Reviewed: January 15, 2013