

## CITIZEN ADVISORY COMMITTEES

## APPOINTMENTS

1. If, in the opinion of the Board of Education, the need for a citizens' advisory committee is established, each citizens' advisory committee for the Board of Education shall be instructed (1) as to their advisory nature, (2) that all reports and recommendations are advisory only to the Board of Education, and (3) the following:
  - a. the function the Board of Education wishes it to perform;
  - b. the length of time each member is being asked to serve;
  - c. the resources the Board of Education intends to provide to help it complete its job;
  - d. the approximate dates on which the Board of Education wishes it to submit reports;
  - e. the time and place of the first meeting;
  - f. the Board of Education policies governing citizens' committees to help clarify relationships from the beginning;
  - g. its relationships with the Board of Education as a whole, with individual Board of Education members, with the District Administrator, and with the other members of the instructional staff; and
  - h. the approximate date on which the Board of Education wishes to dissolve the committee.
2. All appointments of citizens to advisory committees for the Board of Education shall be made by the Board of Education.
3. All appointments of staff members to citizens' advisory committees for the Board of Education shall be made by the District Administrator with the approval of the Board of Education.

## RESOURCES

1. Advisory committees shall be encouraged to draw upon a wide variety of resources both inside and outside the school system. Each committee shall be particularly encouraged to draw upon the talents of other local residents and to recommend to the Board of Education the official appointment of any such additional members as the committee desires.
2. At the request of any committee, the District Administrator shall appoint a member of the instructional staff to assist it in carrying out the work assigned to it by the Board of Education. Such committee assistants shall be responsible to the District Administrator.
3. Arrangements for the use of supplies, equipment, and personnel from within the school system shall be made through the committee assistant.
4. Expenditure of District funds by any advisory committee shall be made only upon prior approval of the Board of Education.

## PUBLICITY

The Board of Education shall see that the public is made aware of the services rendered by such committees of citizens as it may appoint and shall see that the public is informed of the major

conclusions and recommendations made by such committees. All public announcements concerning the organization, membership, operation, recommendations, and dissolution of such committees shall be made at such time and in such manner as the Board of Education may choose.

#### COMPLETION OF ASSIGNMENT

Upon completing its assignment, each committee either shall be given new problems or shall be dissolved promptly. No committee shall be allowed to continue for prolonged periods without a definite assignment. The Board of Education shall have the sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.

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