

## **Citizens' Advisory Committees and Task Forces**

The Port Angeles School District Board of Directors invites representative citizens to serve on advisory committees or task forces. Such committees perform valuable and important service. It is the intent of the board that in every case the committee's assignment is a substantive one which will lead to helpful recommendations. Each committee's report will be given thorough and objective consideration by the board.

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

- A. A specific charge or assignment shall be made to the committee;
- B. The board shall 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;
- C. The committee shall be advisory only. The board 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 may authorize the committee to continue its work beyond the original termination date;
- G. Staff consultants and other resource assistance may be made available. The committee may elect to request advice or opinions from others as well, including representative citizens;
- 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 may invite public attendance if it feels such attendance shall facilitate the accomplishment of its goals; and
  - 3. The committee shall develop meeting procedures to assist in the orderly pursuit of its task;
- I. Expenses of the committee may be allowed if authorized in advance by the Superintendent or designee;
- J. Appointment of the committee chair shall be the prerogative of the board; and
- K. 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.

**Date: November 28, 2005**