

Procedure - Citizen Advisory Committees and Task Forces

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

- A. A specific charge or assignment will be made to the committee.
- B. 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.
- C. The committee will be advisory only. The board does not and, under the law cannot, relinquish its decision-making responsibilities.
- D. 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.
- E. Minority recommendations, as well as those of the majority, will be welcomed by the board.
- F. 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.
- G. 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.
- H. Committee meeting guidelines are as follows:
 - 1. The frequency of meetings, meeting times, meeting places and the nature of the meeting announcements will normally be determined by the committee;
 - 2. The committee may invite public attendance if it feels such attendance will facilitate the accomplishment of its goals; and
 - 3. The committee will develop meeting procedures to assist in the orderly pursuit of its task.
- I. Expenses of the committee may be allowed if authorized in advance.
- J. Appointment of the committee chair will be the prerogative of the board.
- K. By agreeing to serve on the committee, a person indicates his/her willingness to comply with the board's guidelines for a citizen advisory committee/task force and with specific guidelines and procedures developed for the committee.
- L. 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](#).

Adoption Date:
Classification:
Revised Dates: **08.98; 12.11; 12.21**

© 2020-2025 Washington State School Directors' Association. All rights reserved.