



## **PROCEDURES: CITIZENS ADVISORY COMMITTEE AND TASK FORCE**

The following guidelines have been prepared to assist a citizen's 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 shall 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;
  - 2. The committee may invite public attendance if it feels such attendance shall facilitate the accomplishment of its goals;
  - 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.
- J. Appointment of the committee chair shall 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 citizens advisory committee/task force and with specific guidelines and procedures developed for the committee.