

Procedure for 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 shall be made to the committee.
- B. When the board creates a citizen advisory committee or task force, a charter will be created specifying the purpose of the committee or task force, its duration, the scope of its membership and, if applicable, the appointment of a committee chair. The district will make every effort to create committees that represent the ethnic, geographic, educations and socio-economic diversity of the district.
- C. Committee members will be chosen based upon the person's interest and potential contribution to the accomplishment of the committee's task. A special effort will be made to actively recruit members who represent experiences of traditionally marginalized populations.
- D. The committee shall be advisory only. The board does not and, under the law cannot, relinquish its decision-making responsibilities.
- E. 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 meeting.
- F. The board will welcome minority recommendations, as well as those of the majority.
- G. The duration of the life 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.
- H. 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.
- I. Committee meeting guidelines are as follows:
 - a. The frequency of meetings, meeting times, meeting places and the nature of the meeting announcements shall 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 to assist in the orderly pursuit of its task.
- J. Expenses of the committee may be allowed if authorized in advance.
- K. Appointment of the committee chair shall be the prerogative of the board.
- L. 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.
- M. If the committee acts on behalf of the board, conducts hearings, or takes testimony of public comment, its meetings will be open to the public. RCW 42.30.020

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