

## 186 CITIZENS' ADVISORY COMMITTEES TO THE BOARD

The Board may from time to time appoint citizens' advisory committees to investigate and make recommendations on particular issues designated by the Board. Advisory committees shall be appointed primarily as fact-finding groups and to advise the Board. Advisory committees will not be appointed to advise on matters requiring decision by the Board unless adequate time is available for a thorough study by the committee.

The Board 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.

The Board shall seek the advice of the Superintendent before establishing or dissolving any advisory committee.

Advisory committees should be appointed only when there is a definite function to be performed, and this function should be indicated to the committee in writing when it is appointed. Advisory committees will not make recommendations outside of their stated purpose, issues or functions as specified by the Board. Specific topics for study or well-defined areas of activity shall be assigned in writing to each committee immediately following its appointment. Each committee shall be instructed as to:

1. The length of time each member is being asked to serve.
2. The service the Board wishes it to render.
3. The resources the Board intends to provide to help it complete its job.
4. The approximate dates on which the Board wishes it to submit reports.
5. The time and place of the first meeting.
6. The importance of allowing time at each committee meeting to receive oral and/or written input from the public.
7. The Board policies governing citizens' committees to help clarify relationships from the beginning.
8. Its relationships with the Board as a whole, with individual Board members, with the Superintendent, with the media and with the other members of the professional staff.
9. The approximate date on which the Board wishes to dissolve the committee.

When the Committee presents its final report to the Board, it will be in writing. A majority and minority report will be allowed if the committee does not have consensus on the final report that is to be presented to the Board.

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.

## **Publicity**

The Board 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 all major conclusions and recommendations made by such committees. Public notice of committee meetings shall be given in accordance with state law.

## **Prospective Members and Appointments**

Prior to an advisory committee being formed, the Board will advertise the purpose and proposed scope of the committee to the public through the local media and allow sufficient time for members of the public to volunteer to serve on the committee.

The Board President and Committee Chair will make the selection of the citizen representatives to serve, prior to recommendation to the Board for approval.

District staff will serve on citizen advisory committees in the capacity of staff and will not serve as parents or taxpayers.

The Superintendent shall maintain a record of persons who have served on advisory committees, may be currently serving, or who have expressed a willingness to serve. When committee members are needed for citizen advisory committees to the Board, the Superintendent shall submit names of qualified persons, giving preference to those who have not previously served. The Board may appoint members from this list or from any other source it deems appropriate.

All appointments of citizens to advisory committees for the Board shall be made by the Board. The chair of an advisory committee should be chosen from among the lay members.

All appointments of staff members to citizens' advisory committees for the Board shall be made by the Superintendent with the approval of the Board. If staff members are appointed to any citizens' advisory committee for the Board, they shall constitute a minority of any such committee.

Board members shall not be official members of advisory committees, but may visit sessions of the committees ex officio.

LEGAL REF.:           Section 19.84 Wisconsin Statutes

APPROVED:           November 11, 1974

REVISED:           November 11, 1996  
                          December 11, 2000  
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