

COMMUNITY RELATIONS

Citizens' Advisory Committees

For the Board of Trustees

Advisory committees should be appointed only when there is a definite function to be performed. This function should be detailed in a written charge.

Advisory committees should be appointed primarily to advise the Board of Trustees and the Superintendent. In general, individual members of such committees shall not be requested to perform specific services for the Board of Trustees. Unique talents of members can best be used on a consultative basis.

Advisory committees should not be appointed to advise on matters requiring decision by the Board of Trustees unless adequate time is available for a thorough study by the committee.

Specific topics for study or well-defined areas of activity shall be assigned in writing to each committee immediately following its appointment.

Upon completion of its assignment, each committee shall be given new problems or shall be dissolved promptly. No committee shall be allowed to continue for prolonged periods without a definite assignment. The Board will indicate whether the committee is an "ad hoc" or "standing" committee.

The Board of Trustees will present specific, written "charges" to the committee and include such information as:

1. The length of time each member is being asked to serve.
2. The service the Board of Trustees wishes it to render.
3. The resources the Board of Trustees intends to provide to help it complete its job.
4. The approximate dates on which the Board of Trustees wishes it to submit reports.
5. The time and place of the first meeting.
6. The Board of Trustees' policies governing citizens' committee to help clarify relationships from the beginning.
7. The procedure to be used in the selection of the committee chairperson.

8. Its relationships with the Board of Trustees, with individual Board of Trustees members, with the Superintendent, and with other members of the professional staff.
9. The approximate date on which the Board of Trustees wishes to dissolve the committee.

The Board of Trustees 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.

Publicity

The Board of Trustees shall inform the public of the service rendered by each committee it may appoint. The Board of Trustees shall see that the public is informed of all major conclusions and recommendations made by such committees. All public announcements concerning the organization, membership, operation, recommendations and dissolution of such committees shall be made at such a time and in such manner as the Board of Trustees may choose.

Expenses, Travel, Reimbursement

When the Board of Trustees approves a request by a committee that members be authorized to attend a conference, visit an educational facility, or otherwise participate in an activity which involves expense to the member in carrying out the mission of the committee, the Superintendent is authorized to reimburse the member at the same rates and under the same conditions as those provided for District employees and officers.

(cf. 4133/4233 - Travel, Reimbursement)

(cf. 9250 - Remuneration and Reimbursement)

Legal Reference: Education Code
 35169 Advisory committees
 35172 Promotional activities
 44032 Travel expense payment
 44033 Automobile allowance

Adopted: January 27, 1987