

## Advisory Committees

In an ongoing effort to increase communication with the public and to provide for citizen involvement, the Board may appoint advisory committees, including members of the community, to consider matters of districtwide importance. Such committees will not be appointed on a permanent basis, but to assist in a particular area of activity.

Recommendations of such committees will be given careful consideration by the Board. Recommendations will not relieve the Board of its legal responsibility to make final decisions about such matters.

All meetings of advisory committees shall be considered open meetings. The press may attend and report proceedings. Visitors shall sit apart from the committee members and shall speak only when invited to do so by the committee chairperson.

The composition of advisory committees to the Board will be broadly representative and will take into consideration the specific tasks assigned to the committee. Appointment of community members to an advisory committee will be made by the Board; appointment of staff members, when appropriate, will be made by the superintendent or designee.

The Board will adopt guidelines for each committee as appropriate, which will include, but not be limited to, the following:

1. The charge of the committee, setting forth the service the Board wishes the committee to render and the extent and limitations of its responsibilities;
2. The resources the Board will provide;
3. The length of time the committee is asked to serve and the approximate date(s) on which the Board wishes to receive committee report(s).

With exception of the Budget Committee (provided by statute), the Risk Management Committee and others specifically appointed by the Board, citizen advisory committees will cease to function when their reports have been received or when the purposes for which they were established have been accomplished or cease to be relevant.

The Board may be represented on lay and professional committees that serve the Board in an advisory capacity, with specific Board members appointed by the chairperson, but normally such Board members will function as ex-officio members of the committees.

The Board's responsibility cannot be delegated or surrendered to others; therefore, all recommendations of an advisory committee must be submitted to the Board for action and must be recognized as advisory in nature.

END OF POLICY

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Legal Reference(s):

[ORS 192.610](#)

[ORS 192.630](#)

[ORS 294.336](#)

[ORS 329.704](#)

[ORS 332.107](#)

*Oregon Attorney General's Public Records and Meetings Manual* pp. 90-92, Department of Justice (1999).