

Citizens' Advisory Committees and Task Forces

The following guidelines have been prepared to assist a citizens' advisory committee or task force:

- A. A specific charge or assignment shall be made to the committee.
- B. Committee members are appointed by the board through an application process with the Superintendent. The Board will select a subcommittee of two Board members to work with the Superintendent to screen prospective applicants and make recommendations to the Board for committee membership. Committee members will be selected 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. In the event of a vacancy on a committee during the school year, the position will be filled in the same manner as that outlined in "B" above.
- D. The Board will attempt to have a cross-section of our diverse North Kitsap community, including but not limited to geographic location, gender and ethnicity, represented on Board-appointed committees. Members, except employees, will live within the district. The Board seeks a balance of male and female members on each committee.
- E. The committee shall be advisory only. The board does not, and under the law cannot, relinquish its decision-making responsibilities.
- F. 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.
- G. Minority recommendations, as well as those of the majority, shall be welcomed by the board.
- H. The duration of the committee may be indicated when it is established. The board may authorize the committee to continue its work beyond the original termination date.
- I. 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.
- J. Committee meeting guidelines are as follows:
 - 1. The frequency of meetings, meeting times, meeting places and the nature of the meeting announcements shall normally be determined by the committee.
 - 2. The committee shall adhere to the requirements of the Open Public Meetings Act.
 - 3. The committee shall develop meeting procedures to assist in the orderly pursuit of its task.
 - 4. Meeting dates, agendas and minutes shall be posted to the district website.
- K. Expenses of the committee may be allowed if authorized in advance.

- L. Appointment of the committee chair shall be the prerogative of the board and can be delegated to the committee.
- M. 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.

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