

BOARD INTERNAL ORGANIZATION  
CITIZEN ADVISORY COMMITTEES

BDF  
(LOCAL)

**Standardization  
Among Advisory  
Committees**

The District has established several standing advisory committees and may at any time have ad hoc advisory committees in operation. Although each of these advisory committees is unique, the following provisions shall apply to ensure consistency, efficiency, and transparency among all locally established advisory committees and to statutory committees, unless otherwise required by law.

**Staff Support and  
Oversight**

The Superintendent shall assign, based on the nature and purpose of the advisory committee's charge, staff support from designated offices or departments. The Superintendent shall also appoint a staff coordinator to provide general oversight of all District advisory committees.

Duties of  
Coordinator

The coordinator of District advisory committees shall be responsible for implementing the following criteria for operation of all advisory committees. The criteria shall include development, monitoring, and maintenance of:

1. An umbrella website, which includes, but is not limited to, general information about District advisory committees, links to individual advisory committee websites, and a standard membership application form.
2. Standard guidelines for open meetings that include, but are not limited to notification, citizens' communications, and visitor protocols.
3. Standard content for individual advisory committee websites that include, but are not limited to, meeting schedules, agendas, minutes, and membership rosters.

**Governance of  
Advisory  
Committees**

Standing District advisory committees shall be governed by bylaws, and ad hoc District advisory committees shall be governed by charters. Both bylaws and charters shall include, but are not limited to, clear statements of charge or purpose, membership structure, selection of members and officers, various roles and responsibilities, decision making, member attendance and conduct, expected outcomes or deliverables, and applicable time frames.

Bylaws shall provide as necessary or appropriate the detail to facilitate the ongoing operations and procedures of standing advisory committees including, but not limited to, regular meeting schedules, subcommittees, parliamentary procedure, and member terms of service.

The coordinator of District advisory committees shall develop standard templates for bylaws and charters and, in consultation with the staff of appropriate offices or departments, shall develop and revise bylaws and charters. Bylaws and charters of Board-appointed advisory committees shall be approved by the Board.

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Bylaws and charters of Superintendent-appointed advisory committees shall be approved by the Superintendent. Any revisions to bylaws and charters shall be shared with the applicable committee and approved by the Superintendent before implementation.

Any changes to the bylaws of a Board-appointed advisory committee shall be shared with the Board. Three Board members may request that the revised bylaws be presented to the full Board for consideration.

**Establishment**

In addition to advisory committees required by law, the Board or the Superintendent may establish advisory committees as follows.

Board- Appointed  
Advisory Committee

The Board shall, when establishing a standing or ad hoc District advisory committee, stipulate a specific charge or purpose for the advisory committee and establish provisions for representation, member appointments by Board members, selection of officers, and reports to the Board. The coordinator of District advisory committees shall ensure that any such direction is included in bylaws or charter development.

An advisory committee established by the Board shall serve at the will of the Board. The Board may, at any time, discontinue such an advisory committee or transfer responsibility of the advisory committee to the Superintendent.

Superintendent-  
Appointed Advisory  
Committee

The Superintendent shall, when establishing a standing or ad hoc District advisory committee, stipulate a specific charge or purpose for the advisory committee and establish provisions for Superintendent representation, member appointments by the Superintendent, selection of officers, and reports to the Superintendent. The coordinator of District advisory committees shall ensure that any such direction is included in bylaws or charter development.

An advisory committee established by the Superintendent shall serve at the will of the Superintendent. The Superintendent may at any time discontinue such an advisory committee.

**Committee  
Appointments**

The coordinator of District advisory committees shall develop and maintain a database of individuals interested in serving on one or more District advisory committees. The coordinator shall also develop and maintain a database of member appointments made by Board members and by the Superintendent.

When making appointments to specific advisory committees, the staff of appropriate offices or departments shall consult with the coordinator of District advisory committees to obtain the applications of interested individuals for consideration.

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When making appointments to specific advisory committees, Board members and the Superintendent may consult with the coordinator of District advisory committees to obtain the applications of interested individuals for consideration.

**Membership**

Advisory committee members shall serve one two-year term. Members may serve one additional term, but renewed membership is not automatic.

An individual may serve on only one standing District advisory committee, with the exception of serving simultaneously on a standing District advisory committee and an ad hoc committee, a campus advisory committee, or other campus committee. The individual may apply to serve on another District advisory committee to begin service once the individual's term has expired.

**Chairpersons**

Two co-chairpersons shall be selected by the respective advisory committee as specified in the advisory committee's bylaws or charter. The co-chairpersons of a Board-appointed advisory committee shall be appointed by the Board officers. The Board officers shall inform the Board of the co-chairpersons appointed.

**Outside Facilitators  
or Advisors**

The Superintendent or the coordinator of District advisory committees may be authorized by the terms of the bylaws or charter to contract for the services of an outside facilitator or advisor. An agreement for the services of an outside facilitator or advisor shall incorporate all applicable provisions of this policy.

**Sunset Review**

A locally established standing advisory District shall be subject to sunset review in each even-numbered year.

**Board-Appointed  
Advisory Committee**

A Board-appointed advisory committee that is not required by law shall sunset either on a specific date or upon the conclusion of an action or occurrence as set out in the committee's bylaws, unless specifically reauthorized by the Board.

**Superintendent-  
Appointed Advisory  
Committee**

A Superintendent-appointed advisory committee that is not required by law shall sunset either on a specific date or upon the conclusion of an action or occurrence as set out in the committee's bylaws, unless specifically reauthorized by the Superintendent.

**Review of Advisory  
Committee Required  
by Law**

On or about August 31 of each odd-numbered year, the coordinator of District advisory committees shall consult with the staff of appropriate offices or departments and develop a recommendation regarding whether any revisions to an advisory committee required by law are needed due to legislative, programmatic, or other changes. The recommendation shall be provided to the advisory committee, which may prepare a position statement on the recommendation.

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The recommendation and position statement of the advisory committee shall be forwarded by the coordinator of District advisory committees to the Board or Superintendent, as appropriate, for action by January 30 of the next even-numbered year.