



Provo City School District Policy Series 7000: Community

7110 P1

Citizen Advisory Committees and Task Forces

The following guidelines will be applied when creating citizen advisory committees and task forces.

- a. The specific charge and purpose will be provided to the committee in writing, including:
 - i. Purpose of the committee: specific area(s) of study, delimitations and outcomes.
 - ii. The duration of the committee's existence will be indicated upon establishment of the committee. (If needed, the board may authorize the committee to continue its work beyond the original completion date.)
 - iii. Membership.
 - iv. The development of norms as a guiding structure for committee work.
 - v. Designating a district leader to start the process, followed by transition to a committee member to whom, with the agreement of the overall committee, leadership responsibilities will be transferred once the committee is fully in operation. Otherwise, a committee chair will be appointed by the superintendent/board.
- b. The superintendent/board **may** appoint a committee member based on that individual's level of interest and the board's judgment of any potential contributions the individual may provide toward the accomplishment of the committee's task. Membership will be by invitation.
- c. The committee is solely an advisory committee. The board does not relinquish any decision-making responsibilities.
- d. When agreeing to serve on the committee, an individual agrees to comply with Provo City School District policies and procedures. They also agree to comply with the board's guidelines for a citizen advisory committee or task force, and any norms, guidelines, or procedures developed for that committee.
- e. Other committee meeting guidelines:
 - i. The committee will determine the frequency of meetings, meeting times, meeting locations and the method of distributing meeting announcements.
 - ii. The committee may invite the public to attend these meetings if they feel it would be beneficial.
 - iii. The committee will develop meeting procedures that will best allow for the completion of its task.
- f. District staff will be available to provide information, data, and consultation to the committee, and invitations for presentations from outside resources/agencies may be requested.
- g. If the committee, acting at the request of the board, conducts hearings or takes public comment, such meetings shall be open to the public.
- h. Committee expenses may be allowed only with advanced authorization from the superintendent and/or business administrator.
- i. Periodic progress reports will be provided to the board on reasonable intervals. The reports will be presented in a public board meeting, thus becoming public record.

j. Both majority and minority recommendations may be presented to the board.

Adopted: January 13, 2015