

### 9140 CITIZENS ADVISORY COMMITTEES (M)

Advisory committees should be appointed only when there is a definite function to be performed, and this function should be indicated to the committee in writing in the charge to the group when it is appointed.

Advisory committees should be appointed primarily to advise the Board. In general, individual members of such committees shall not be requested to perform specific services for the Board. Unique talents of members can best be utilized on a consultative basis. The committee should understand that all recommendations will be considered but not necessarily followed.

The Board shall seek the advice of the Superintendent before establishing or dissolving any advisory committee. Board members shall recommend to the Superintendent persons who may be asked to serve on an advisory committee.

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

Upon completing its assignment, each committee either shall be given new problems or shall be dissolved promptly. No committee shall be allowed to continue for prolonged periods without a definite assignment and periodic reports to the Board.

Each committee shall be instructed as to:

1. The length of time each member is being asked to serve;
2. The service the Board wishes it to render;
3. The resources the Board intends to provide to help it complete its job;
4. The approximate dates on which the Board wishes it to submit reports; (Reports should be made in writing and should include minutes and a record of meetings.)
5. The time and place of the first meeting and report schedule;
6. The Board policies governing citizens' committees to help clarify relationships from the beginning;



# POLICY

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

The Board 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. The Board will inform the advisory committee of the Board action in the area the advisory committee has worked.

### Publicity

The Board shall see that the public is made aware of the services rendered by such committees of citizens as it may appoint and 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 time and in such a manner as the Board may choose.

N.J.A.C. 6:30-1.5; 6:31-1.14(b)  
20 U.S.C.A. 3801 et seq.

Adopted: 26 July 1999

