

# Walla Walla Public Schools

## ADMINISTRATIVE PROCEDURE

No. P-4110

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### CITIZENS' ADVISORY COMMITTEES AND TASK FORCES

The following guidelines are to assist a citizens' advisory committee or task force:

- A. A specific charge or assignment shall be made to the committee.
- B. The board, superintendent or designee shall appoint committee members.
- C. The committee shall be advisory only. The board does not and, under the law cannot, relinquish its decision-making responsibilities.
- D. Upon request, 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.
- E. Minority recommendations, as well as those of the majority, may be presented to the board.
- F. The duration of the committee shall be indicated when it is established. The board may authorize the committee to continue its work beyond the original termination date.
- G. Staff consultants and other resource assistance, at the discretion of the board or superintendent, may be made available.
- H. Committee meeting guidelines are as follows:
  1. The frequency of meetings, meeting times, locations, and the nature of the meeting announcements shall normally be determined by the committee.
  2. The meetings are generally open to the public and the committee may invite public comment if it feels such input will facilitate the accomplishment of its goals.
  3. The committee may develop meeting procedures to assist in the orderly pursuit of its task.
- I. Expenses of the committee may be allowed if authorized in advance.
- J. Appointment of the committee chair shall be the prerogative of the board, superintendent or committee.
- K. By agreeing to serve on the committee, a person indicates their 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.

Revised: March 2024