

**BOARD INTERNAL ORGANIZATION
ADVISORY COMMITTEES**

**BDF
(LOCAL)**

NOTE: FOR COMMITTEES COMPOSED ONLY OF CURRENT BOARD MEMBERS, SEE BDB.

**ADVISORY
COMMITTEES**

FOR PURPOSES OF THIS POLICY, AN ADVISORY COMMITTEE IS A COMMITTEE COMPOSED PRIMARILY OF DISTRICT STAFF, PARENTS, OTHER COMMUNITY MEMBERS, AND/OR STUDENTS. AN ADVISORY COMMITTEE MAY ALSO INCLUDE BOARD MEMBERS IN NUMBERS LESS THAN A QUORUM OF THE BOARD.

FORMATION OF AN ADVISORY COMMITTEE SHALL BE BY BOARD ACTION. WHEN ESTABLISHING AN ADVISORY COMMITTEE, THE BOARD ACTION SHALL, AT A MINIMUM, SPECIFY THE:

- **NUMBER OF MEMBERS ON THE COMMITTEE;**
- **PROCESS TO APPOINT MEMBERS TO THE COMMITTEE;**
- **TERM OF COMMITTEE MEMBERSHIP; AND**
- **RESPONSIBILITIES OF THE COMMITTEE.**

AN ADVISORY COMMITTEE SHALL BE FACT-FINDING, DELIBERATIVE, AND ADVISORY AND SHALL NOT ASSUME ADMINISTRATIVE DUTIES OR RESPONSIBILITIES. ADVISORY COMMITTEES SHALL REPORT THEIR FINDINGS AND RECOMMENDATIONS TO THE BOARD.

**TRANSACTIONING
BUSINESS**

AN ADVISORY COMMITTEE MAY TRANSACT BUSINESS ONLY WITHIN THE SPECIFIC AUTHORITY GRANTED BY THE BOARD. TO BE BINDING, ALL SUCH COMMITTEE RECOMMENDATIONS MUST BE REPORTED TO THE BOARD AT A REGULAR OR SPECIAL MEETING FOR APPROVAL AND ENTRY INTO THE MINUTES AS A PUBLIC RECORD.

DISSOLUTION

AN ADVISORY COMMITTEE SHALL BE DISSOLVED UPON COMPLETION OF THE ASSIGNED TASK OR BOARD ACTION.