

Citizen Advisory Committees and Task Forces

The superintendent and/or board may appoint a citizen advisory committee or task force as necessary to gather public input and/or establish interaction with the community about selected issues. The committee will study district/school topics and submit their findings and recommendations to the superintendent. This committee will be formed by authorization of the board. Such authorization will include a description of the responsibilities and reporting relationships and will specify the duration of the committee's existence.

**Adoption Date: 3.24.26
Washougal School District**

Procedure - Citizen Advisory Committees and Task Forces

The following guidelines have been prepared to assist a citizen advisory committee or task force:

- A. A specific charge or assignment will be made to the committee.
- B. The committee will be advisory only. The board does not and, under the law cannot, relinquish its decision-making responsibilities.
- C. The committee will submit its interim progress reports, final findings, and recommendations to the Superintendent or Designee for review. The Superintendent or Designee will then recommend the committee's final findings and recommendations to the Board. All such reports, findings, and recommendations will become matters of public record by virtue of their presentation to the Board in a public board meeting.
- D. The duration of the life of the committee will be indicated when it is established. The board may authorize the committee to continue its work beyond the original termination date.
- E. Staff consultants and other resource assistance will be made available. The committee may elect to request advice or opinions from others as well, including representative citizens.
- F. Committee meeting guidelines are as follows:
 - 1. The frequency of meetings, meeting times, meeting places and the nature of the meeting announcements will normally be determined by the committee;
 - 2. The committee may invite public attendance if it feels such attendance will facilitate the accomplishment of its goals; and
 - 3. The committee will develop meeting procedures to assist in the orderly pursuit of its task.
- G. Expenses of the committee may be allowed if authorized in advance.
- H. Appointment of the committee chair will be the prerogative of the board.
- I. By agreeing to serve on the committee, a person indicates his/her willingness to comply with the board's guidelines for a citizen advisory committee/task force and with specific guidelines and procedures developed for the committee.
- J. If the committee acts on behalf of the board, conducts hearings, or takes testimony or public comment, its meetings will be open to the public. [RCW 42.30.020](#).