

**CITIZEN ADVISORY COMMITTEES**

**Committee Charge**

When committees are appointed, committee members shall receive written information including, but not limited to:

1. The committee members' names.
2. The procedure to be used in the selection of the committee chairperson and other committee officers.
3. The name(s) and contact information of staff member(s) assigned to support the work of the committee.
4. The goals and specific charge(s) of the committee, including its topic(s) for study.
5. The specific period of time that the committee is expected to serve.
6. Legal requirements regarding meeting conduct and public notifications.
7. Resources available to help the committee perform its tasks.
8. Timelines for progress reports and/or final report.
9. Relevant Board policies and administrative regulations.

Members of advisory committees are not vicariously liable for injuries caused by the act or omission of the district or a committee and are not liable for injuries caused by an act or omission of a committee member acting within the scope of his/her role as a member of the committee. However, a member may be liable for injury caused by his/her own wrongful conduct. (Government Code 815.2, 820.9)

*(cf. 1240 – Volunteer Assistance)*

*(cf. 3530 – Risk Management/Insurance)*

**Committees Subject to Brown Act Requirements**

Any committee created by formal action of the Governing Board shall comply with Brown Act requirements pertaining to open meetings, notices, and public participation pursuant to Government Code 54950-54963, including, but not necessarily limited to, the following:

1. Advisory committee established pursuant to Education Code 56190-56194 related to special education.

*(cf. 0430 – Comprehensive Local Plan for Special Education)*

**CITIZEN ADVISORY COMMITTEES** (continued)

2. Advisory committee established pursuant to Education Code 8070 related to career technical education.

*(cf. 6178 – Career Technical Education)*

3. Committee established to assist in development of a student wellness policy pursuant to 42 USC 1758b.

*(cf. 5030 – Student Wellness)*

4. Committee established pursuant to Education Code 17387-17391 related to the use or disposition of excess real property.

*(cf. 3280 – Sale or Lease of District-Owned Real Property)*

5. Citizens' oversight committee established to examine the expenditure of general obligation bond or school facilities improvement bond revenues passed with a 55 percent majority of the voters pursuant to Education Code 15278 and 15359.3.

*(cf. 7213 – School Facilities Improvement Districts)*

*(cf. 7214 – General Obligation Bonds)*

6. Parent advisory committee and English learner parent advisory committee established pursuant to Education Code 52063 to review and comment on the local control and accountability plan (LCAP) and, if applicable, any advisory committee established pursuant to Education Code 52060 to consult with the district on LCAP development.

*(cf. 0460 – Local Control and Accountability Plan)*

*(cf. 9130 – Board Committees)*

*(cf. 9320 – Meetings and Notices)*

*(cf. 9321 – Closed Session Purposes and Agendas)*

*(cf. 9321.1 – Closed Session Actions and Reports)*

*(cf. 9323 – Meeting Conduct)*

**Committees Not Subject to Brown Act Requirements**

The following committees are exempt from the Brown Act but must conform with procedural meeting requirements established in Education Code 35147:

1. School site councils established pursuant to Education Code 52852 and 64001 to develop and approve a single plan for student achievement.

*(cf. 0420 – School Plans/Site Councils)*

**CITIZEN ADVISORY COMMITTEES** (continued)

2. District or school advisory committees established pursuant to Education Code 52176 related to programs for English learners.

*(cf. 6174 – Education for English Learners)*

3. School advisory committees established pursuant to Education Code 54425(b) related to compensatory education.

*(cf. 6171 – Title I Programs)*

4. Any district advisory committee established pursuant to Education Code 54444.2 related to migrant education programs.

*(cf. 6175 – Migrant Education Program)*

5. School committees established pursuant to Education Code 11503 related to parent involvement.

*(cf. 6020 – Parent Involvement)*

Meetings of the above councils or committees shall be open to the public. Any member of the public shall have the opportunity to address the council or committee during the meeting on any item within its jurisdiction. Notice of the meeting shall be posted at the school site or other appropriate accessible location at least 72 hours before the meeting, specifying the date, time, and location of the meeting and containing an agenda that describes each item of business to be discussed or acted upon. (Education Code 35147)

The above councils or committees shall not take action on any item not listed on the agenda unless all members present unanimously find that there is a need to take immediate action and that this need came to the council's or committee's attention after the agenda was posted. In addition to addressing items on the agenda, members of the council, committee, or public may ask questions or make brief statements that do not have a significant effect on district students or employees or that can be resolved solely by providing information. (Education Code 35147)

Any council or committee violating the above procedural requirements must, at the demand of any person, reconsider the item at the next meeting, first allowing for public input on the item. (Education Code 35147)

Any materials provided to a school site council shall be made available to any member of the public upon request pursuant to the California Public Records Act. (Education Code 35147; Government Code 6250-6270)

*(cf. 1340 – Access to District Records)*

**CITIZEN ADVISORY COMMITTEES** (continued)

Committees created by the Superintendent or designee to advise the administration and which do not report to the Board are not subject to the requirements of the Brown Act or Education Code 35147.

*(cf. 2230 – Representative and Deliberative Groups)*