

**ADVISORY COMMITTEES  
Countywide**

Countywide advisory committees shall be approved by the Board of Education upon the recommendation of the Superintendent. A Board of Education motion authorizing approval of a committee shall state the purpose of the committee; the terms of the committee members, if a standing committee; and the date for the committee to automatically disband, if not a standing committee.

Standing committees shall be authorized by the Board of Education only when required by state or federal law or when a matter under consideration is of an ongoing nature and may require periodic input from an advisory committee.

Applications for committee membership shall be approved by the Superintendent. One administrator shall be assigned to each advisory committee by the Superintendent. This staff member shall supply information and advice upon request, but shall not be a voting member of the committee.

Committee-generated recommendations shall be made in writing to the Superintendent or designee. The Superintendent shall review any such recommendations and, as necessary, share them with the Board of Education as information or with advice for board action.

**School Level**

School-level advisory committees shall be approved by the Superintendent upon the recommendation of the principal and Assistant Superintendent for Student Programs and Services.

The notification of appointment of members shall be made by letter, which shall state the purpose of the committee; the term of office, if a standing committee; and the date for the committee to automatically disband, if not a standing committee.

The assigned administrator shall attend all committee meetings, provide information, offer advice, but not be a voting member of the committee.

All committee recommendations, if deemed appropriate or necessary, shall be prepared in writing and submitted to the assigned administrator. The administrator shall review and may utilize any such recommendations as he/she deems appropriate.

*Legal reference:*

EDUCATION CODE  
1040 Duties of boards  
1240 General duties