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| POLICY TITLE:<br><b>Harford County Board of Education Citizen Advisory Committees</b> |  |  |
| ADOPTION/EFFECTIVE DATE:<br><b>12/10/2001</b>   | MOST RECENTLY AMENDED:<br><b>1/25/2005</b> | MOST RECENTLY REAFFIRMED:<br><b>9/9/2002</b> |
| POLICY/PROCEDURE MANUAL SUMMARY CATEGORY:<br><b>Stakeholders</b>                      |  |  |

The Board of Education of Harford County seeks to review information, provide for systematic community input, study the budgetary and educational impact of programs and mandates on students and the school system, and explore options on the issues and action-requests which come before it. To achieve these ends, the Board may establish and appoint committees, as it deems appropriate, including citizen advisory committees.

This policy sets forth the guidelines to be followed in the creation, membership selection, and operation of Board of Education established citizen advisory committees.

### 1. Description

Ad hoc and standing committees of community members established by the Board for a period of from one to three years or longer for achieving a designated purpose and/or for completion of a Board-defined area of study to be determined by the Board.

### 2. Purpose

Committees shall advise the Board of their findings and recommendations in the fall of each year, during the period of time for which each has been established (one, two, or three years), or at the completion of the assigned responsibility. Committee recommendations are advisory and nonbinding.

### 3. Membership

- a) Members shall serve terms of from one to three years, during the operation of the committees. Initial appointments, therefore, may be made on a one, two, or three-year basis.
- b) There shall be at least fifteen members on each citizen advisory committee.
- c) Each committee shall include a representative of the Harford County Education Association (HCEA), Harford County Council of Parent Teacher Associations (HCCPTA), Harford County Regional Association of Student Councils (HCRASC), and members of the community at large.
- d) Each member shall be appointed by the Board of Education based on recommendations made by the Superintendent.

- e) The following general guidelines shall be utilized in the application and selection process:
  - (1) Interest and/or expertise in the identified purpose or charge established by the Board for the committee;
  - (2) Evidence of active, responsible community, social group, and/or civic membership;
  - (3) Appropriate representation of all members and groups in the community;
  - (4) Appropriate representation from the various geographical regions of the county;
  - (5) Backgrounds of varied and broad interests; and,
  - (6) Availability.
- f) The membership of each committee shall include a Board-appointed Board member liaison, who will provide information to the committee including clarification of the committee's purpose and/or annual charge as necessary, and who will communicate committee progress and accomplishments to the Board. At a Fall Board business meeting, the Board will review the Board member assignments to the committees and reaffirm or change the assignments as well as assign alternate Board members for the committees.
- g) The Superintendent shall be an ex-officio member of each committee.
- h) The membership of each committee shall include at least one professional staff member designated by the Superintendent, who will serve as the staff coordinator to provide information and services to the committee including:
  - (1) Notifying committee members of the time, date, and location of meetings;
  - (2) Duplicating and mailing agendas;
  - (3) Duplicating and mailing copies of reports and committee materials; and,
  - (4) Scheduling the committee report to the Board either in the fall of each year as described in item 2 above, or at the completion of its charge.
- i) The membership of each advisory committee shall include a student representative, selected on an annual basis through a process to be developed and implemented by HCRASC and the director of secondary education.

### 4. Operating Procedures

- a) The chairperson of each committee, other than the staff coordinator, Board member liaison, or student member, will be elected by the committee on an annual basis and will preside at all meetings. Committees will identify and elect any other officer deemed necessary to function effectively.
- b) Members shall receive no remuneration; however, requests for services or resources necessary to accomplish each committee's purpose and/or charge shall be coordinated and directed to appropriate school system personnel by the assigned professional staff members.
- c) The advisory committees shall meet on a regular basis or as necessary to accomplish their purpose and/or charge with the times and dates to be determined by the committees. Meetings shall be open to the public, unless permitted by law to be closed, and must be publicly advertised.
- d) The taking of minutes shall occur at each meeting to serve as a record of proceedings. Minutes will be shared with committee members, Board of Education members, and the Superintendent. This process will be facilitated by the staff coordinators.
- e) The task of the committees is to advise the Board of Education on matters pertaining to their purpose and/or charge. Robert's Rules of Order, latest edition, shall govern whenever such a formal recourse is required.
- f) Interim progress or status reports shall be made to the Board of Education upon request. Committee reports and recommendations shall be presented to the Board at least once annually, in the Fall, during a regular Board of Education business meeting or scheduled work session.

### 5. Termination

- a) The President of the Board of Education or his/her designee shall notify members of each committee in writing when their term has expired. In case of a resignation from a committee, a replacement shall be named by the Board for the remainder of the unexpired term, and such person shall be eligible for appointment to another designated term.
- b) Any member who is absent from fifty percent or more of the scheduled meetings during any twelve month period shall be eligible for removal from a committee upon the recommendation of the chairperson to the Board of Education.
- c) The President of the Board of Education or his/her designee shall notify members of each committee in writing when it has been determined by the Board that the work of the committee has been accomplished or that the original purpose and/or

annual charge to the committee has changed to the extent that the committee should be disbanded.

**Board Approval Acknowledged By:**

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Patricia L. Skebeck, Secretary and Treasurer  
Board of Education of Harford County

| Policy Action Dates |            |        |      |        |      |
|---------------------|------------|--------|------|--------|------|
| ACTION              | DATE       | ACTION | DATE | ACTION | DATE |
| Adopted             | 12/10/2001 |        |      |        |      |
| Reaffirmed          | 9/9/2002   |        |      |        |      |
| Amended             | 11/22/2004 |        |      |        |      |
| Amended             | 1/25/2005  |        |      |        |      |

| Responsibility for Policy Maintenance & References                       |                 |  |
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| LAST EDITOR/DRAFTER NAME:<br>Unknown                                     |                 | JOB POSITION OF LAST EDITOR/DRAFTER:<br>Unknown        |
| PERSON RESPONSIBLE:<br>Patrick Spicer                                    |                 | JOB POSITION OF PERSON RESPONSIBLE:<br>General Counsel |
| DESIGNEE NAME:<br>N/A  |                 | JOB POSITION OF DESIGNEE:<br>N/A                       |
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| REFERENCE 5 TYPE:  | REFERENCE 5 NO. | REFERENCE 5 DESCRIPTION:                               |
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