

**SCHOOL BOARD-ESTABLISHED ADVISORY COMMITTEES AND APPOINTMENT OF A SCHOOL BOARD MEMBER REPRESENTATIVE(S) TO SUCH COMMITTEE(S)**

AUTHORITY: Sections 1001.32(2); 1001.41 (2) and (5); 1001.42(15, (17) and (27), Florida Statutes  
Policy Adopted: 10/07/03

Advisory committees are established by The School Board to provide recommendations to it on issues within certain standing areas of responsibility. Advisory committees are intended to provide recommendations from a community perspective on specific areas as directed by The School Board or Superintendent and may inform The School Board of issues that are brought to the attention of committees by members of the community. The recommendations and opinions of advisory committees are not binding upon The School Board and do not necessarily reflect the positions and opinions of The School Board or of individual School Board Members or the Superintendent. Except where expressly excluded herein, the provisions of this Policy shall apply to each School Board-Established Advisory Committee upon which School Board Members have appointed representatives. In the event of a conflict between the provisions of this Policy and those contained within any other policy or within any advisory committee by-laws, the provisions of this Policy shall govern. This Policy does not apply to any advisory committees that may be established by the Superintendent of Schools to advise the school district administration upon operational issues within the school district.

A. Establishment, Operation and Dissolution of School Board-Established Advisory Committees

The following procedures shall be used to establish, operate and dissolve a School Board-Established Advisory Committee:

1. All School Board-Established Advisory Committees with School Board Member representatives shall be established by adoption of a School Board Policy. A School Board Member may place an item on the agenda of a regular School Board Meeting to request the establishment of a new School Board-Established Advisory Committee. The agenda item shall outline the intended purpose of said advisory committee.
2. Subsequent to The School Board's approval of an agenda item proposing a new School Board-Established Advisory Committee, the approved agenda item will be placed upon a School Board Workshop agenda for discussion about the advisory committee's composition, function and other organizational features.
3. A new School Board policy establishing the new School Board-Established Advisory Committee will thereafter be submitted to The School Board for adoption in accordance with its governing laws, rules and policies.
4. A finite and set number of advisory committee members must be specified in each School Board-Established advisory committee's establishing policy. This number of advisory committee members shall include all School Board-appointed representatives to the advisory committee and shall include all individuals entitled to vote at any meeting of the advisory committee. If an advisory committee lacks an establishing policy, or has not initiated the Rule Development process, that specifies a finite and set number of advisory committee members by December 31, 2014, that committee's membership shall be limited in number to any School Board-appointed representatives.
5. No term limits shall be imposed upon any individual's service as an appointee upon any School Board-Established Advisory Committee.

6. School Board-Established Advisory Committees shall not conduct any meetings in July without receiving prior approval from the Superintendent, as public participation and staff support for committee meetings in July will be limited in availability. Unless the Superintendent authorizes an earlier meeting, each School Board-Established Advisory Committee's first meeting of each school year shall be conducted in August.
7. Officers of each School Board-Established Advisory Committee shall be elected by the membership described in Rule A.4. At a minimum, each such advisory committee shall annually elect a Chair and Vice Chair. Neither of those offices may be held by an advisory committee appointee or member for more than two (2) consecutive years. After serving as its Chair for two years, an advisory committee appointee or member may not serve as an officer of that advisory committee for a period of at least four (4) years.
8. The Chair of each School Board-Established Advisory Committee will meet annually with the Superintendent or her/his designee to collaborate on the goals and objectives for the school year. Each such advisory committee will finalize its goals and objectives for the school year by its second meeting of the school year. Subsequently, each advisory committee's goals and objectives will be provided to the School Board through the Superintendent. The Audit Committee's areas of focus for the school year shall be The School Board-approved audit plan.
9. Each School Board-Established Advisory Committee will be assigned a staff liaison to facilitate the committee's activities. The staff liaison will collaborate with the committee chair to schedule and publicly notice all committee meetings and shall provide other similar administrative support. The Superintendent or her/his designee shall determine the appropriate amount of staff support to be provided to each individual School Board-Established Advisory Committee.
10. The Superintendent shall place an item on the agenda of a regular School Board Meeting recommending the advisory committee's dissolution if in her/his opinion the committee's purpose has been satisfied or if its function is being accomplished through other means. If The School Board approves such a recommendation, it shall take any necessary action in accordance with School Board Policy 1001 and its governing laws and rules to repeal or amend any existing School Board Policies concerning the advisory committee.
11. Each School Board-Established Advisory Committee will establish by-laws utilizing the established template. Advisory committees may only modify those areas not governed by the provisions of this Policy or the advisory committee's establishing policy. All advisory committee by-laws, as well as any subsequent modifications, must be approved by the School Board.

B. School Board Member Appointments to School Board-Established Advisory Committees

The following procedures shall be used by School Board Members when making appointments to any School Board-Established Advisory Committee:

1. School Board Members shall designate their appointments and/or reappointments to School Board-Established Advisory Committees for the upcoming school year prior to June 30<sup>th</sup> of the prior school year or as soon as possible thereafter. Each appointment and/or reappointment shall conclude at the end of the school year for which the appointment was made unless the appointee is unable to complete the term of appointment for any reason or the appointment is concluded earlier in accordance with this Policy.
2. School Board Members shall notify the Chief of Staff of any appointments to School Board-Established Advisory Committees and any reappointments filling any vacancies that occur during the school year. An appointing School Board Member may also officially recognize her/his new advisory committee appointee(s) during the Reports section of a regular School Board Meeting. If an advisory committee appointee does not complete the term of her/his appointment for any reason and that the appointing

School Board Member's office is also vacant, a replacement appointee shall be named by the Superintendent. The Chief of Staff will maintain a record of the appointees to each advisory committee.

3. When appointing an individual to serve on a School Board-Established Advisory Committee, a School Board Member shall select an individual who will serve in the best interests of the school district and its students and community. School Board Members are encouraged to appoint individuals residing within their representative district. However, a School Board Member may appoint individuals residing outside of her/his representative district to ensure that an advisory committee appointee has possesses experience, qualifications and interests that are aligned with the nature and purpose of the particular advisory committee. Each advisory committee appointee shall maintain her/his primary residence within Broward County, Florida.
- C. Duties and Responsibilities of Appointees and Other Members to School Board-Established Advisory Committees

The following responsibilities and duties shall govern appointees and other members of a School Board-Established Advisory Committee:

1. Each member of a School Board-Established Advisory Committees is a public officer as defined in Sections 112.313(1) and 112.3143(1), Florida Statutes, and is subject to state ethics requirements and The Sunshine Law. Accordingly, each member of an advisory committee is required to execute the school district's Conflict of Interest form for School Board-Established Advisory Committees prior to serving on any advisory committee.
2. Each member of a School Board-Based Advisory Committee is required to complete the school district's annual training program for School Board-Established Advisory Committees prior to the second meeting following their appointment to any advisory committee. The training will cover the following topics: ethics standards for public officers, The Sunshine Law, public records laws and Robert Rules of Order. This does not preclude members of the public from attending School Board-Established Advisory Committee meetings.
3. Each School Board-Established Advisory Committee appointee shall regularly communicate with her/his appointing School Board Member to provide updates about advisory committee activities and to exchange views upon relevant issues.
4. All public documentation, electronic and social media containing the opinions and recommendations of School Board-Established Advisory Committees shall include a statement that the opinions of the advisory committee are not binding and do not necessarily represent the views and opinions of The School Board or those of any individual School Board Members or of the Superintendent. An individual committee member may not represent her/his personal positions as those of the advisory committee upon which she/he serves unless a majority vote of the advisory committee has approved that position during a public meeting. Additionally, an advisory committee member may not distribute or disseminate any information received in the performance of her/his official duties if that information is exempt from public inspection or is otherwise confidential or privileged pursuant to applicable law.
5. If an appointee or member of a School Board-Established Advisory Committee exhibits behavior or conduct in violation of School Board policy or applicable law, or for other reasons as determined by the appointing School Board Member or Superintendent as appropriate, her/his appointment may be rescinded at any time. An appointment may be rescinded by the appointing School Board Member (or by the Superintendent in the event of a vacancy in the office of the appointing School Board Member) and by the Superintendent for members not appointed by a Board Member. In such instances, the appointing School Board Member or Superintendent shall provide written notice to the advisory committee appointee or member of the last date of the appointee's service. Copies of said notice shall be provided to the Chair, all School Board Members and to the Chief of Staff. In addition to the other appointee

replacement procedures within this Policy, a newly elected or newly appointed School Board Member may, upon assuming office, replace any appointments to advisory committee appointees made by the new School Board Member's predecessor.

6. The appointment of any School Board-Established Advisory Committee appointee or member shall automatically conclude and a vacancy upon the advisory committee shall exist if that appointee or member is absent from three (3) consecutive meetings of her/his advisory committee or is absent from a total of four (4) meetings of her/his advisory committee during the school year of the appointment. Any such vacancy shall be filled in accordance with Rule C.5 of this Policy.

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