

**ADVISORY COMMITTEES**

**Committees Subject to Brown Act Requirements**

The following citizen advisory committees shall comply with open meeting, notice and public participation requirements of law (the Brown Act):

1. Advisory committees established pursuant to Education Code 8070 related to career technical education
2. Citizen's Oversight Committee established pursuant to Education Code 15278-15282
3. Other committees created by formal Board action

Administration will solicit applications from community members for appointment to Board advisory committees. Applications shall be submitted to the Board for review and selection.

Community members serving on these Board advisory committees shall be appointed as follows:

1. Applications shall be solicited and forwarded to the Board for review.
2. Successful applicants shall be announced after review of applications and/or interview of applicants.
3. Applicants shall be notified of the Board's selection. Successful applicants shall be informed of committee responsibilities, meeting dates, and shall be provided with any other necessary information relative to the appointment.

Members of committees appointed by the Board shall receive a written statement including, but not limited to:

1. The committee members' names and the procedure to be used in the selection of the committee chairperson and other committee officers
2. The specific charges of the committee, including its topic(s) for study or well-defined area(s) of activity
3. The specific period of time that the committee is expected to serve
4. Legal requirements regarding meeting conduct and public notifications
5. Resources available to help the committee complete its tasks
6. Timelines for progress reports and/or final report

**ADVISORY COMMITTEES** (continued)

7. Relevant Board of Education policies and administrative regulations
8. The District's Strategic Plan

**Committees Not Subject to Brown Act Requirements**

Advisory committees established by the Superintendent or designee do not report to the Board and are not subject to open meeting laws.

The following councils and advisory committees are exempted from the Brown Act and must conform with procedural meeting requirements established in Education Code 35147:

1. School site councils established pursuant to Education Code 52012, 52852 or 54724 related to school improvement, school-based program coordination or school-based student motivation and maintenance programs
2. Any advisory committee established pursuant to Education Code 52065 related to American Indian early childhood education
3. Any advisory committee established pursuant to Education Code 52176 related to programs for students of limited English proficiency
4. Any advisory committee established pursuant to Education Code 54425 related to compensatory education
5. Any advisory committee established pursuant to Education Code 54444.2 related to migrant education programs
6. Parent advisory committees established pursuant to Education Code 62002.5 related to economic impact aid and bilingual education
7. Committees established pursuant to Education Code 11503 related to parent involvement (at Title I schools)

Meetings of the above councils or committees shall be open to the public, and 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)

## **ADVISORY COMMITTEES** (continued)

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 group'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)

Councils or committees 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. (Education Code 35147)

Within budget allocations, the Superintendent or designee may approve requests for committee travel and may reimburse committee members for expenses at the same rates and under the same conditions as those provided for district employees.

Advisory committee members are not vicariously liable for injuries caused by the act or omission of the district. (Government Code 820.9)

### **Representative and Deliberative Groups**

The Superintendent or designee may create citizen advisory committees to advise the administration; such committees do not report to the Board and are not subject to open meeting laws.

*Strategic Plan Reference:* Mission and Parameters

*Legal Reference:* (see next page)

**ADVISORY COMMITTEES** (continued)

*Legal Reference:*

EDUCATION CODE

8070 Vocational education advisory committee

11503 Parent involvement program

35147 School site councils and advisory committees

35172 Promotional activities

44032 Travel expense payment

44033 Automobile allowances

52012 School site council

52065 American Indian advisory committee

52176 Advisory committees (LEP program)

52852 Site council, school-based program coordination

54425 Advisory committees; compensatory education

54444.1-54444.2 Services to migrant children; parent advisory councils

54724 Site council, motivation and maintenance program

56195.3 Duties of district (special education)

62002.5 Continuing parent advisory committees; schools receiving funds from economic impact aid

GOVERNMENT CODE

820.9 Members of local public boards not vicariously liable

54950-54962 Meetings