

Citizens' Advisory Committees for the County Board

The Yolo County Superintendent of Schools ("Superintendent") and the Yolo County Board of Education ("County Board") recognize that citizen advisory committees enable the Superintendent and County Board to better understand the interests and concerns of the community.

The Superintendent and County Board shall establish citizen advisory committees when required by law to strengthen the effectiveness of Yolo County Office of Education ("YCOE") operations or to enhance student learning. The purpose of any such committees shall be clearly defined and aligned to the adopted vision, mission, and goals of the Superintendent and County Board.

Advisory committees shall serve in an advisory capacity; they may make recommendations, but their actions shall not be binding on the County Board or Superintendent. In general, individual members of such committees shall not be requested to perform specific services for the County Board. Unique talents of members can best be utilized on a consultative basis.

The membership of citizen advisory committees should reflect the diversity of the community and represent a diversity of viewpoints.

Advisory committees should not be appointed to advise on matters requiring decision by the County Board unless adequate time is available for a thorough study by the committee.

Specific topics for study or well-defined areas of activity shall be assigned in writing to each committee immediately following its appointment.

The Superintendent or designee may provide training and information, as necessary, to enable community members to understand the goals of the committee and to fulfill their role as committee members.

Upon completion of its assignment, each committee shall either be given new problems or be dissolved promptly. No committee shall be allowed to continue for prolonged periods without a definite assignment.

The County Board will present specific, written "charges" to the committee and include such information as:

1. The specific length of time each member is being asked to serve.
2. The service the County Board wishes it to render.
3. The resources the County Board intends to provide to help it complete its job.
4. The timelines for progress reports and/or final reports.
5. The time and place of the first meeting.

6. Any County Board policies governing citizens' committees to help clarify relationships from the beginning.
7. The procedure to be used in the selection of the committee chairperson and other committee members.
8. Its relationships with the County Board as a whole, with individual County Board members, with the Superintendent, and with other members of the professional staff.
9. The approximate date on which the County Board wishes to dissolve the committee.
10. Committee members' names.
11. The name(s) and contact information of staff member(s) assigned to support the work of the committee.
12. Legal requirements regarding meeting conduct and public notifications.

The Superintendent and County Board shall have the sole power to dissolve any of its advisory committees not required by law and shall reserve the right to exercise this power at any time during the life of any committee.

Committees Subject to Brown Act Requirements

The Brown Act requirements pertaining to open meetings, notices, and public participation pursuant to Government Code 54950-54963 shall be complied with by any committee created by formal action of the County Board, including, but not limited to, the following:

1. Advisory committee established pursuant to Education Code 8070 related to career technical education.
2. Advisory committee established to assist in development of a student wellness policy pursuant to 42 U.S.C. 1758b.
3. Advisory committee established pursuant to Education Code 17387-17391 related to the use or disposition of excess real property.
4. Citizens' oversight committee established to examine the expenditure of general obligation bond or school facilities improvement bond revenues passed with a 55% majority of the voters pursuant to Education Code 15278 and 15359.3.

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. 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.

2. School site councils established pursuant to Education Code 65000-65001 to develop and approve a plan for student achievement.
3. YCOE or school advisory committees established pursuant to Education Code 52176 related to programs for English learners.
4. School advisory committees established pursuant to Education Code 54425(b) related to compensatory education.
5. Any YCOE advisory committee established pursuant to Education Code 54444.2 related to migrant education programs.
6. School committees established pursuant to Education Code 11503 related to parent involvement.

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.)

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 YCOE students or employees 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 council or committee shall be made available to any member of the public upon request pursuant to the California Public Records Act, Government Code 7920.000 et seq. (Education Code 35147.)

Publicity

The County Board shall see that the public is made aware of the service rendered by such committees of citizens as it may appoint and shall see that the public is informed of all major conclusions and recommendations made by such committees. All public announcements concerning the organization, membership, operation, recommendations, and dissolution of such committees shall be made at such a time and in such manner as the Superintendent and/or County Board may choose.

Expenses, Travel, Reimbursement

Within budget allocations, when the County Board or Superintendent approves a request by a committee that members be authorized to attend a conference, visit an educational facility, or otherwise participate in an activity which involves expense to the member in carrying out the

mission of the committee, the Superintendent is authorized to reimburse the member at the same rates and under the same conditions as those provided for YCOE employees and officers. Changes in the limits of expenses may be made at the time the County Board approves a committee request on presentation by the committee of acceptable reasons.

Legal References:

Education Code, 8070, 35147, 11503, 15278, 15359.3, 17387-17391, 35169, 35172, 52176, 54425, 54444.2, 56190-56194, 65000-65001

Government Code, 54950-54963, 7920.000 et seq.

United States Code, Title 42, 1758b

ADOPTED: 09/24/84

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