

Citizens' Advisory Team

The following guidelines have been prepared to assist a Citizens' Advisory Team or task force:

- A. A specific charge or assignment shall be made to the team.
- B. The Board shall appoint a team member based upon the person's interest and the Board's judgment of the individual's potential contribution to the accomplishment of the team's task.
- C. The team shall be advisory only. The Board does not and, under the law cannot, relinquish its decision-making responsibilities.
- D. The team shall make periodic progress reports to the Board; such interim reports as well as the team's final findings and recommendations shall become matters of public record by virtue of their presentation to the Board in a public board meeting.
- E. Minority recommendations, as well as those of the majority, shall be welcomed by the Board.
- F. The duration of the team shall be indicated when it is established. The Board may authorize the team to continue its work beyond the original termination date.
- G. Staff consultants and other resource assistance shall be made available. The team may elect to request advice or opinions from others as well, including representative citizens.
- H. Team meeting guidelines are as follows:
 - 1. The frequency of meetings, meeting times, meeting places and the nature of the meeting announcements shall normally be determined by the team.
 - 2. The team may invite public attendance if it feels such attendance shall facilitate the accomplishment of its goals.
 - 3. The team shall develop meeting procedures to assist in the orderly pursuit of its task.
- I. Expenses of the team may be allowed if authorized in advance.
- J. Appointment of the team chair shall be the prerogative of the Board.

By agreeing to serve on the team, a person indicates his/her willingness to comply with the board's guidelines for a citizens' advisory team/task force and with specific guidelines and procedures developed for the team.