

**CITIZEN ADVISORY COMMITTEES**

When committees are appointed, committee members shall receive a written statement including, but not be limited to:

1. The committee members' names.
2. The procedure to be used in the selection of the committee chairperson and other committee officers.
3. The name(s) and contact information of staff member(s) assigned to support the work of the committee.
4. The goals and specific charge(s) of the committee, including its topic(s) for study or well-defined area(s) of activity.
5. The specific period of time that the committee is expected to serve.
6. The legal requirements regarding meeting conduct and public notifications.
7. Resources available to help the committee complete its tasks.
8. Timelines for progress reports and/or final report.
9. Relevant Board policies and administrative regulations.

Advisory committee members are not vicariously liable for injuries caused by the act or omission of the district or a committee and are not liable for injuries caused by an act or omission of a committee member acting within the scope of his/her role as a member of the committee. However, a member may be liable for injury caused by his/her own wrongful conduct. (Government Code 815.2, 820.9)

The following committees shall comply with the Brown Act requirements pertaining to open meetings, notices, and public participation, pursuant to Government Code 54950-54963:

1. Advisory committees established pursuant to Education Code 56190-56194 related to special education.
2. Advisory committees established pursuant to Education Code 8070 related to career technical education.
3. Committees established to assist in development of a student wellness policy pursuant to 42 USC 1751 Note.
4. Committees established pursuant to Education Code 17387-17391 related to the use of disposition of excess real property.
5. Citizens' oversight committees established to examine the expenditures of general obligation bond or schools facilities improvement bond revenues passed with a 55 percent majority of the voters pursuant to Education Code 15278 and 15359.3.
6. Other committees created by formal Board action.

The following committees are exempt from the Brown Act but must conform to procedural meeting requirements established in Education Code 35147:

1. School site councils established pursuant to Education Code 41507, 41572, or 52852 related to

student retention, school or library improvement, or school-based program coordination.

2. District or school advisory committees established pursuant to Education Code 52176 related to programs for students of limited English proficiency.
3. District or school advisory committees established pursuant to Education Code 54425(b) related to compensatory education.
4. Any district advisory committee established pursuant to Education Code 54444.2 related to migrant education programs.
5. School site councils established pursuant to Education Code 2002.5 related to economic impact aid and bilingual education.
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. 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 the 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.

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 district students or employees or that can be resolved solely by providing information.

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.

Any materials provided to a school site council shall be made available to any member of the public upon request pursuant to the California Public Records Act.

Committees created by the Superintendent or designee to advise the administration and which do not report to the Board are not subject to the requirements of the Brown Act or Education Code 35147.