

# POLICY

## BOARD OF EDUCATION OF MONTGOMERY COUNTY

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**Related Entries:****Responsible Office:** Board of Education**Related Source:** *Annotated Code of Maryland, Education Article §4-112*

### Board of Education Advisory Committees

**A. PURPOSE**

To establish a policy on committees designed to advise the Board on specific issues

**B. ISSUE**

Citizen advisory committees are required by the *Annotated Code of Maryland, Education Article §4-112*, to ensure that local school boards will be informed by a variety of opinions from citizens and staff when considering specific issues, activities, and programs.

**C. POSITION**

## 1. Establishment

The Board of Education will establish standing and ad hoc advisory committees to advise the Board on specific issues that may result in changes in Board policy and to facilitate activities and programs. For each advisory committee, the Board of Education will

## a) Adopt a resolution:

- (1) Stating that the committee is advisory only
- (2) Setting forth a clear and unambiguous charge
- (3) Setting the task to be accomplished with alternative solutions, if possible
- (4) Establishing a schedule for interim and/or final reports
- (5) Stating the expected term or life of the committee

- b) Adopt a resolution to appoint the initial and, for standing advisory committees, successor membership with terms of office

2. Appointment of Members

a) Application

- (1) The Board of Education will announce openings on standing advisory committees and solicit members in a display advertisement or news release in one or more Montgomery County newspapers of countywide circulation and through other internal and external media.
  - (a) Members for standing advisory committees shall be solicited on an ongoing basis with appointments to be made at the all-day meetings in June and December.
  - (b) Members of ad hoc advisory committees shall be solicited in a manner determined by the Board at the time of the formation.
- (2) Interested candidates shall fill out applications for advisory committee membership. Applications for membership will be retained through two rounds of Board appointments, unless the applicant is no longer interested or able to serve.
- (3) In cases where the Board has determined membership on an advisory committee will be by organization, the organization will be requested to submit nominees for vacancies. However, the final selection of membership remains the responsibility of the Board.
- (4) Individuals who apply by the deadline stated on the application (and those individuals who are recommended by the superintendent of schools, organizations and agencies) will be considered for appointment to the advisory committee.
- (5) The Board will not transfer members from one committee to another. However, members may apply to another committee for terms commencing after their current committee term has ended.

b) Appointment

The Board will endeavor to appoint advisory committees balanced by geographic area, race, ethnicity, gender, and a range of viewpoints.

c) Term of Office

- (1) All appointments and reappointments shall be for the term designated in law, regulation, or Board of Education resolution.
- (2) Students appointed to Board standing advisory committees shall serve one-year terms. All student member terms begin on July 1 and end on June 30 of the next year.
- (3) If a new committee's task is expected to take more than one year to accomplish, overlapping terms and rotating membership will be considered.
- (4) No member shall be appointed to serve for more than two consecutive terms on the same standing advisory committee unless specifically exempted by the Board. Reappointment to a second term is not automatic, particularly when a committee does not exhibit balance, as described above.
- (5) The superintendent will be asked to designate a staff member as liaison to facilitate information-gathering for the committee, to ensure good communication between the committee and the Board, and, when requested, to assist the advisory committee in preparing the committee's report(s).
- (6) The responsibility of advisory committees is to the Board of Education, and committees receive their direction and guidance from the Board of Education.

3. Advisory Committee Operation

- a) When the Board of Education creates a new advisory committee, the Board will appoint a temporary chairperson to preside until the committee elects its chair. Thereafter, standing advisory committees will annually elect their own chairpersons and ad hoc advisory committees will elect their chairpersons as appropriate.
  - (1) All advisory committee chairpersons, with the assistance of staff liaisons upon request, are responsible for preparing agenda of

meetings and sending these, together with supplementary materials, to committee members, the staff liaison person, and the Board of Education office no later than five days prior to a meeting.

- (2) All advisory committees shall keep action minutes of their meetings. These minutes should be approved by the committee at their next meeting and, within 15 days after approval, should be forwarded to the Board of Education.
- b) Although the staff liaison has the responsibility to maintain good communication between the Board of Education and an advisory committee, the committee chairperson should feel free to contact the president of the Board or Board office staff orally or in writing whenever necessary.
- c) Any standing advisory committee member who is absent from 25 percent or more of the scheduled meetings during any one-year period will be considered resigned from membership 30 days after the committee notifies the Board of Education. The Board may, upon request, waive resignation for good cause; i.e., illness, emergency situation, or other extenuating circumstances. The individual shall be notified in writing by the Board whether or not a waiver has been granted.
- d) Meetings of advisory committees must be open to the public as required by the Open Meetings Act and should be held in MCPS or other public facilities. A schedule of meetings for each school year shall be established in advance. That schedule and subsequent changes shall be communicated to the staff assistant to the Board for routine posting in the official bulletin board and on the Board's web site.
- e) If the chair of an advisory committee, acting at the behest of the full committee, wishes to obtain nonconfidential personnel information about an MCPS employee or to express concern about the performance of an MCPS employee, the member should communicate that request or concern to the superintendent and/or the ombudsman/staff assistant to the Board.
- f) The chair of each advisory committee shall be granted access to the appropriate MCPS internal electronic forums and e-mail system during his or her term of office.

**D. DESIRED OUTCOME**

To appoint advisory committee members who can advise the Board on the educational issues confronting the county.

**E. IMPLEMENTATION STRATEGIES**

1. The Superintendent will appoint a staff member to act as liaison to each advisory committee.
2. The Board Office, with the cooperation of the advisory committee liaisons appointed by the superintendent, shall:
  - a) Develop and implement the advisory committee application process, including announcements and application forms
  - b) Prepare, for the Board in advance of appointment, briefing packets that contain lists of committee vacancies, persons who have applied or been recommended, current committee compositions, and copies of applications received.

**F. REVIEW AND REPORTING**

1. All standing advisory committees will submit written reports to the Board of Education at least annually. Ad hoc advisory committees will submit such written reports as directed by the Board.
2. The superintendent will prepare a staff response to the advisory committee's report which will be shared with the committee and the Board.
3. At the request of a standing advisory committee, the Board will meet annually with the standing advisory committee, at a time and place to be determined by the Board officers. The Board will determine if and when ad hoc advisory committees will be required to meet with the full Board, or with the Board officers and/or designated Board representatives.
4. This policy will be reviewed in accordance with the Board of Education policy review process.

**Policy History:** Adopted by Resolution No. 150-64, March 10, 1964; amended by Resolution No. 328-81, April 7, 1981; adopted by Resolution No. 277-84, May 1, 1984; rescinded by Resolution No. 430-85, September 10, 1985; reformatted and accepted by Resolution No. 550-88, October 24, 1988; combined with Policies BMB and BMG and adopted by Resolution No. 386-01, July 2, 2001; non-substantive changes July 9, 2008.

**Note on related policies:** Advisory committees were governed by BMA, *Board of Education Policy on Committees*; BMB, *Appointing Members of Board of Education Advisory Committees*; and BMG, *Guidelines for Committee Operation* prior to July 2, 2001 when BMA, BMB, and BMG were combined and adopted as BMA by Resolution No. 386-01.