

**POLICY 1.09**

4-A I recommend the Board adopt the proposed revisions and proposed renumbering of Policy 2.08 to Policy 1.09, entitled "Advisory Committees to the Board."

Adoption

The Board approved this policy for development on January 14, 2002.

The revision on line 24 was approved by the Board at the January 14, 2002, meeting. The revision is in bold.

The adoption notice was sent to the Chairpersons for the Finance Committee, Construction Oversight Review Committee, Charter School District Committee, and the Audit Committee.

The adoption notice was sent to all principals and department heads.

**PROPOSED REVISIONS TO POLICY 2.08**  
**AND RENUMBERING TO POLICY 1.09**

***ADVISORY COMMITTEES TO THE BOARD***

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8 1. Advisory C committees may be created to advise the B board on specific matters which  
9 require extensive study and discussion. All committees shall be created by written  
10 charter and no advisory committee charter shall conflict with the charter of any other  
11 advisory committee created to advise the B board. All charters shall include the  
12 following:  
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  - 14 a. An explicit statement of the committee's mission.
  - 15  
16 b. Uniform rules of parliamentary procedure, such as Roberts' Rules, under which  
17 the C committee will conduct its meetings.
  - 18  
19 c. Qualifications for membership and terms of membership.
  - 20  
21 d. Procedure for appointment/reappointment of members.
  - 22  
23 e. A provision which permits the B board to modify or terminate the charter before  
24 its expiration date upon recommendation of the S superintendent **with stated**  
25 **cause**.
  - 26  
27 f. Expiration date of the charter.  
28  
29 2. For charters which extend beyond one (1) year, the B board, upon recommendation  
30 by the Superintendent, may review the viability of the charter.  
31  
32 3. The C committee shall, at its initial organizational meeting, select a chairperson and  
33 adopt standing rules which shall include meeting dates and times, attendance  
34 requirements and removal of those members who exceed the acceptable number of  
35 excused or unexcused absences.  
36  
37 4. Advisory committee members shall serve only in a voluntary capacity. All advisory  
38 committee members shall be residents of Palm Beach County.  
39

- 40 5. ~~Unless otherwise specified in the charter regarding the appointment of advisory~~  
41 ~~committee members, the member's term shall correspond with his or her appointing~~  
42 ~~Board member's term in office. Unless otherwise specified in the charter, a member~~  
43 ~~who was nominated by a board member shall be entitled to remain a committee~~  
44 ~~member as long as the nominating board member serves on the board. However, the~~  
45 ~~nominating board member may exercise his/her discretion to remove such committee~~  
46 ~~member at any time.~~ The B board shall address all pending vacancies in a reasonable  
47 period of time. A committee member may be reappointed on recommendation of the  
48 appointing person or entity, as approved by the board, of any Board member, unless  
49 the charter of the committee provides otherwise.  
50
- 51 6. Advisory committees should not be appointed to advise on matters requiring decision  
52 by the B board unless adequate time is available for a thorough study by the  
53 committee.  
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- 55 ~~a. The chairman of the Board may, after consultation with Board members,~~  
56 ~~appoint citizens to advisory committees from names submitted by the~~  
57 ~~Superintendent or from any other source the Board deems appropriate. Staff~~  
58 ~~members shall be appointed by the Superintendent, with Board approval, and~~  
59 ~~shall constitute a minority of committee membership. Board members may~~  
60 ~~serve in a non-voting capacity on advisory committees~~  
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- 62 ~~b. Members of advisory committees should be representative of the entire~~  
63 ~~community. A lay member shall serve as chairman.~~  
64
- 65 ~~c. Members of advisory committees are subject to the conflict of interest rules in~~  
66 ~~Chapter 112, Florida Statutes~~  
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- 68 ~~d. During the pendency of a committee member's term, that committee member~~  
69 ~~or his/her company in which that member may have a direct financial interest,~~  
70 ~~shall not do business with the School District in accordance with §112.313,~~  
71 ~~Florida Statutes~~  
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- 73 ~~e. Correspondence between the Board and its committees shall be conducted by~~  
74 ~~the Board chairman. The Board shall appoint one of its members to provide~~  
75 ~~liaison with each of its committees; however, all Board members shall be~~  
76 ~~encouraged to attend meetings of various committees at their convenience.~~  
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- 78 ~~f. All documents maintained by each person in their capacity as a committee~~  
79 ~~member are subject to Chapter 119, Florida Statutes~~

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- ~~g. The Superintendent shall appoint a staff member to serve as a liaison between the Superintendent and Board committees. The person serving in this capacity shall meet or communicate with committees, keep informed as to committee activities, provide for the use of resources, and advise in the preparation of reports. The staff member shall report all committee activities directly to the Superintendent.~~
  - ~~h. The Committee shall serve only as an advisory body. No committee member shall direct staff. Any requests for services shall be directed to the Superintendent.~~
  - ~~i. The Board shall see that the public is made aware of the services and recommendations rendered by advisory committees as required by law.~~
  - ~~j. Reports of the findings, conclusions, or recommendations of advisory committees shall be made to the Superintendent and staff on an annual basis or more often if required, and may be presented to the Board at a regularly scheduled Board Meeting or workshop.~~
  - ~~k. The Superintendent shall maintain a record of all existing advisory committees and their charters.~~
  - ~~l. All advisory committee meetings shall be subject to the open meeting provisions of §286.011, F.S.~~
7. Upon the board's approval of nominations, the board shall appoint citizens to advisory committees from names submitted by the superintendent, board members, or any other source the board deems appropriate as set forth in the committee's charter. Staff members shall constitute a minority of committee membership. Board members may serve in a non-voting capacity on advisory committees. The board attorney/designee may be invited to attend committee meetings and render legal advice.
8. Members of advisory committees should be representative of the entire community. A lay member shall serve as chair.
9. Members of advisory committees are subject to the conflict of interest rules in Chapter 112, Fla. Stat.

- 119 10. During the pendency of a committee member's turn, that committee member or any  
120 company in which the member has a direct financial interest, shall not do business  
121 with the district, in accordance with § 112.313, F.S., and relevant ethics opinions  
122 issued by the Florida Commission on Ethics.  
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- 124 11. All documents maintained by persons in their capacity as committee members are  
125 subject to public disclosure as required by Chapter 119, F.S.  
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- 127 12. All advisory committee meetings shall be subject to the open meeting provisions of §  
128 286.011, F.S.  
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- 130 13. The board shall appoint one of its members to provide liaison with and serve as a non-  
131 voting ex-officio member of each of its committees; however, all board members shall  
132 be encouraged to attend meetings of various committees at their convenience.  
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- 134 14. The superintendent shall appoint one or two staff members to serve as liaison between  
135 the superintendent and board committees and serve as non-voting ex-officio members.  
136 The person(s) serving in this capacity shall meet or communicate with committees,  
137 keep informed as to committee activities, provide for the use of resources, and advise  
138 in the preparation of reports. The staff member(s) shall report all committee activities  
139 directly to the superintendent.  
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- 141 15. Correspondence between the board and its committees shall be conducted by the  
142 board chairman.  
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- 144 16. The committee shall serve only as an advisory body. No voting committee member  
145 shall direct staff. Any requests for services shall be directed to the superintendent.  
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- 147 17. The board shall see that the public is made aware of the services and recommendations  
148 rendered by advisory committees as required by law.  
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- 150 18. Reports of the findings, conclusions, or recommendations of advisory committees shall  
151 be made to the superintendent and staff on an annual basis or more often if required,  
152 and may be presented to the board at a regularly scheduled board meeting or  
153 workshop.  
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- 155 19. The superintendent shall maintain a record of all existing advisory committees and  
156 their charters.  
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159 STATUTORY AUTHORITY: Section §§ 230.22(1); 230.22(2); 230.23005(10);  
160 Fla. Stat.  
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162 LAWS IMPLEMENTED: Section §§ 230.22(1), 230.23005(10); 286.011,  
163 Fla. Stat.  
164  
165 HISTORY: 2/18/72; 7/21/82; 2/4/98;  / /2002

Legal Signoff

Proof of policy development notice



Proof of policy adoption notice

Estimated Cost form