

**CITIZEN ADVISORY COMMITTEES**

Committee Charge

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

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

Members of advisory committees are not vicariously liable for injuries caused by the act or omission of the district. (Government Code 820.9)

**Committees Subject to Brown Act Requirements**

The following citizen advisory committees shall comply with Brown Act Requirements pertaining to open meeting, notices, and public participation, pursuant to Education Code 54950-54963:

- (cf. 9320-Meetings and Notices)
- (cf. 9321 – Closed Session Purposes and Agendas)
- (cf. 9321.1- Closed Session Actions and Reports)
- (cf. 9323 – Meeting Conduct)

1. Advisory committees established pursuant to Education Code 56190-56194 related to special education

*(cf. 0430 – Comprehensive Local Plan for Special Education)*

## **Citizen Advisory Committees (continued)**

AR 1220 (b)

2. Advisory committees established pursuant to Education Code 8070 related to career technical education

*(cf. 6178 – Vocational Education)*

3. Committees established pursuant to Education Code ~~8070~~ 17387-17391 related to the use or disposition of excess real property

*(cf. 3280 – Sale, Lease, Rental of District-Owned Real Property)*

4. Other committees created by formal Governing Board action

*(cf. 9130 – Board Committees)*

## **Committees Not Subject to Brown Act Requirements**

The following councils and advisory committees are exempted from the Brown Act and must conform with 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;

*(cf. 0420 – School Plans/Site Councils)*  
*(cf. 0420.1)*

2. District or school advisory committees established pursuant to Education Code 52176 related to programs for students of limited English proficiency;

*(cf. 6174 – Education for English Language Learners)*

3. School advisory committees established pursuant to Education Code 54425(b) related to compensatory education;

*(cf. 6171 – Title I Programs)*

4. Any district advisory committee established pursuant to Education Code 54444.2 related to migrant education programs;

*(cf. 6175 – Migrant Education Program)*

5. School site councils established pursuant to Education Code 62002.5 related to economic impact aid and bilingual education;

6. School committees established pursuant to Education Code 11503 related to parent involvement;

*(cf. 6020 – 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 district students or employees or that can be resolved solely by providing information. (Education Code 35147)

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. (Education Code 35147)

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. (Education Code 35147; Government Code 6250-6270)

*(cf. 1340 – Access to District Records)*

Committees created by the Superintendent or designee to advise the administration do not report to the Board and are not subject to open meeting laws.

*(cf. 2230 – Representative and Deliberative Groups)*

Regulation  
reviewed: 9-13-05

**CULVER CITY UNIFIED SCHOOL DISTRICT**  
Culver City, California

Regulation  
Adopted: 9-27-05