

MONONA GROVE SCHOOL DISTRICT

Board Rule 186

AD HOC ADVISORY COMMITTEE GUIDELINES

1. Membership shall be on a rotating basis except in extenuating circumstances.
2. Applicants for committee assignments may be asked to complete a form detailing their interests and appropriate expertise. These forms shall be available at the District Office. The district administration may actively solicit candidates. At the discretion of the Board President/designee or, in the case of a committee appointed by a standing Board committee, committee chair, candidate interviews may be held.
3. The Board President/designee or, in the case of a committee appointed by a standing Board committee, committee chair, shall set the first meeting date. The Superintendent/designee shall convene the first meeting and instruct each committee as to:
 - a. The specific charge to the committee and the service the Board wishes it to render;
 - b. Ground rules and procedures to be followed;
 - c. The resources to be provided by the Board;
 - d. The tentative timeline of the completion of its task;
 - e. Relationship the committee has to the Board, any standing committee, individual; and Board members and the Superintendent.
4. The Board or standing committee may appoint one of its members to serve as liaison with its ad hoc advisory committees. The Superintendent or designee shall appoint a staff member to serve as a channel of communication between the Superintendent or designee's office, and all ad hoc committees. The staff member shall serve in an advisory capacity and have no voting power.
5. All public announcements concerning the organization, membership, operation, recommendations and dissolution of ad hoc advisory committees shall be made at such time and in such manner as the Board may choose.
6. A report of an ad hoc advisory committee shall be formally adopted by the reporting committee and submitted to the Board in the name of the entire committee. The report shall inform the Board or standing committee of the action recommended or information obtained.

Interim reports from ad hoc advisory committees may be presented as oral reports and/or written reports. Final reports shall be presented in oral and written form.

Reports should include the following:

- a. A description of the way in which the reporting body undertook its charge;
- b. The facts uncovered or information obtained;
- c. The findings and conclusions derived from the facts or information; and
- d. The recommendations themselves, if applicable.

7. Upon receiving a report, the Board may take the following actions:

- a. In the case of informational reports, no action is required. A motion to file the report would be in order.
- b. In the case of recommendations, a motion shall be introduced to implement such recommendations. If the Board does not want to take action to implement, the Board may introduce the subsidiary motion to postpone the main question to a specific time.

BOARD APPROVAL: April 4, 2001