

Blue Oak Charter School: Charter Council Governance Policy:

Charter Council Advisory Committees

ByLaws Article VII, Section 22 – ADVISORY COMMITTEES

Advisory committees may be created as deemed necessary and appropriate by the Charter Council. These committees serve in an advisory capacity only. At least one Charter Council member shall serve as a member of each such Charter Council advisory committee.

- A list of all committees shall be kept by the Council Chair and will be available by request and posted on the school website.
- All Charter Council Committees shall have a description of their objectives and goals.
- The Charter Council advisory committees shall report directly to the Charter Council, however, the Director shall be informed of meeting schedules and agendas, and shall receive meeting minutes and reports that may be developed by the committees.

ByLaws Article VII, Section 23 – MEETINGS AND ACTION OF COMMITTEES

Meetings and actions of committees of the Charter Council shall be governed by, held, and taken under the provisions of these bylaws concerning meetings, other Charter Council actions, and the Brown Act, if applicable, except that the time for general meetings of such committees and the calling of special meeting of such committees may be set either by Charter Council resolution, or if not, by resolution of the committee. Minutes of each meeting shall be kept and shall be filed with the corporate records. The Charter Council may adopt rules for the governance of any committee as long as the rules are consistent with these bylaws. If the Charter Council has not adopted rules, the committee may do so.

Scope: This policy does not apply to the following committees: Parent Council; committees created by Administration and not at the direction of Blue Oak Charter Council.

Implementing Policies:

- a. **Brown Act Compliance:** Regarding Section 23's requirement that Brown Act be followed "if applicable," Legal Counsel (02/14) finds that any advisory committee established directly by BOCC or indirectly via direction to an Administrator is considered subject to the Brown Act.

- b. **Goals and Objectives:** In establishing an Advisory Committee, Charter Council shall define in writing the Goals and Objectives of that committee.
- c. **Notice of Committee Formation:** Notice of committee formation shall be made known to Faculty, Parent Council and Administration through their representatives at BOCC meetings and through Blue Oak standard communications for a minimum of two weeks.
- d. **Membership:** In the interest of gathering input from all stake-holder groups, every Charter Council Advisory Committee shall be comprised of at least two (2) representatives of parents and (2) representatives of teachers. Administration shall contribute one (1) non-senior hourly staffer and one (1) senior administrator. Charter Council shall select up to two (2) members.

Members shall be selected by their own group: faculty selects faculty representatives, parents select parent representatives and administration selects its representatives. All respondents to a request for parent representatives will be accepted unless there are more than seven. In that case Advisory Committee Chair, at his or her discretion, may choose to accept all respondents.

No committee shall hold its first meeting until all interest groups have at least one representative.

To encourage diversity of input, no member may serve on more than three Advisory Committees at the same time.

- e. **Chair:** A Charter Council member shall begin as sole Chair. He/she will receive all candidate member communications. He/she shall be responsible for setting the first meeting and posting the meeting agenda according to Brown Act (a minimum of 24-hours notice since all such meetings are "Special"). At the first or second meeting, a Co-Chair will be elected by the full committee. The Chair holds no power independent of the full committee.
- f. **Voting:** Brown Act requires that all formal votes by committee members be conducted by roll call and recorded in the minutes. For purposes of these advisory committees, a quorum must include at least one (1) member from at least four (4) of the five (5) identified stakeholder groups.
- g. **Reporting:** Each meeting shall have written Minutes that will be posted within 5 working days and reviewed and approved at the next committee meeting.

Committee recommendations to Charter Council shall be in writing.

The Chair's hardcopy Archive record shall be retained by the Secretary of the Charter Council for a period of 5 years.

- h. **Termination:** Advisory Committees terminate at the end of the school year unless terminated earlier by Blue Oak Charter Council.

Adopted: 08/19/14