



COMMITTEE MEMBERSHIP PROCEDURES

1. Each committee shall develop and adopt a scope of work to be reviewed annually, and revised as appropriate. This review should be conducted by March of each year so that any proposed revisions can be considered in the budget package for the upcoming fiscal year.
2. On the basis of the scope of work, each committee shall develop a listing of committee member attributes required to carry out its scope of work. These attributes should consider the specific skill sets required in the scope of work along with the diversity required to assure adequate and balanced committee representation, e.g. geographical, cultural, programmatic. Each committee shall include representatives from the Parent Advisory Group.
3. Consistent with the bylaws of the Commission, Committee membership should be composed of 2 Commissioners and 5 community members at a minimum. Committees may establish additional minimum and maximum number of members needed to conduct their business.
4. Committee chairs will actively recruit members to assure a representative committee membership, consistent with the attributes identified above.
5. Committees may also elect to form temporary sub-committees to discuss specific subject matter and to report back to the full committee. The Chair of the committee may appoint additional members to these sub-committees to lend expertise to a specific committee issue.
6. Members of the community wishing to participate in one of the Commission's committees will first meet with Commission staff to gain an understanding of the different Commission committees and open positions. If the desired committee is not currently actively recruiting, the Community member will be invited to address a letter to the chair of the committee of interest, relating their particular skill set or representation to the scope of work of the committee.
7. All committee appointments shall be brought to the full Commission for ratification, consistent with the by-laws of the Commission.