

ADVISORY COMMITTEES ADMINISTRATIVE REGULATIONS

1.0 Mandatory Advisory Committees

- 1.1 The Superintendent shall annually provide the Board for their review, a list of all mandatory Advisory Committees, including information as denoted in number 2, below.
- 1.2 To ensure proactive and timely action and reporting of each Mandatory Advisory Committee, the Superintendent, or his/her designee, shall:
 - Denote the specific charge for establishment;
 - pre-determine rules for operation;
 - project a timeline for completion of work;
 - appoint a contact person for accountability/responsibility purposes;
 - develop the provisions for establishing membership, and;
 - designate to whom and how reports are to be submitted to the Board.
- 1.3 Input from each Mandatory Advisory Committee shall be presented at least annually to the BOE.

2.0 Additional Advisory Committees

- 2.1 Upon the Superintendent's recommendation and/or upon consensus of the Board, the Board shall appoint additional Advisory Committees as it determines necessary.
- 2.2 The Superintendent shall recommend, and/or the Board shall discuss and determine, the specific charge for establishment.
- 2.3 To ensure proactive and timely action, for each additional Advisory Committee, the Superintendent or his/her designee, shall:
 - pre-determine rules for operation;
 - project a timeline for completion of work;
 - appoint a contact person for accountability/responsibility purposes;
 - develop the provisions for establishing membership, and;
 - designate to whom and how reports are to be submitted to the Board.
- 2.4 Reports from each additional Advisory Committee shall be presented at least once to the BOE.

AUTHORITY: WV Code §18-2A-1; 18-2A-5; 18-2E-8; 18-5-42; 18-5A-2