

Policy Name: Citizen Advisory Committee
Section: 3000 Operational: 3100 Administrative
Policy Number: 0000

Purpose: To set forth the process for the formation and functioning of a citizen advisory committee.

Reference: None applicable

Policy:

The Executive Director, a citizen, or a Board member may recommend to the Board of Commissioners the formation of a citizen advisory committee for a specific purpose. At the discretion of the Board a committee shall be established by motion of the Board, which motion shall include the nature (standing or ad hoc), and purpose, and which motion may include the duration, number of citizen members (number must be an odd number not less than five), expected deliverable(s) (report, recommendation, etc.), the Board member(s) who will serve as liaison(s), and other guidance and parameters.

The Executive Director shall solicit citizens to serve as committee members and recommend members and a Chair to the Board for approval. The Executive Director may appoint a Park District staff member as a non-voting foreperson of the committee. The Board may appoint up to two of its members as non-voting liaisons to the committee.

The committee, through its Chair, shall report to the Executive Director, who shall provide directions to the committee consistent with the Board's establishing motion, and who shall provide the Board with periodic updates on the committee's work. If a policy matter arises, the Executive Director shall bring it to the attention of the Board.

The committee may be extended by motion of the Board. The committee shall terminate in accordance with the Board's establishing motion or subsequent motion of the Board.