

BOARD INTERNAL ORGANIZATION
ADVISORY COMMITTEES

BCE
(LOCAL)

**Advisory
Committees**

For purposes of this policy, an advisory committee is a committee composed primarily of College District staff, students, or community members. An advisory committee may also include Board members in numbers less than a quorum of the Board.

Formation of an advisory committee shall be by Board action. When establishing an advisory committee, the Board action shall, at a minimum, specify the:

- Number of members on the committee;
- Process to appoint members to the committee;
- Term of committee membership; and
- Responsibilities of the committee.

An advisory committee shall be fact-finding, deliberative, and advisory and shall not assume administrative duties or responsibilities. Advisory committees shall report their findings and recommendations to the Board.

**Transacting
Business**

An advisory committee may transact business only within the specific authority granted by the Board. To be binding, all such committee recommendations must be reported to the Board at a regular or special meeting for approval and entry into the minutes as a public record.

Dissolution

An advisory committee shall be dissolved upon completion of the assigned task or Board action.

**Lay Advisory
Committees**

~~The College President is authorized to appoint appropriate lay advisory committees. These Lay advisory committees are for the purpose of assisting with the identification and measurement of program needs, particularly in the technical, vocational, and general adult education areas.~~

~~Lay committees are advisory in nature and make their Lay advisory committees shall be fact-finding, deliberative, and advisory and shall not assume administrative duties or responsibilities. Lay advisory committees shall report their findings and recommendations to the College District administration. The administration utilizes these recommendations in preparing courses to be recommended to the Board of Regents in the respective areas of assignment.~~