

The School Committee will govern the appointment and functioning of the Citizen Advisory Committees (CAC) to the School Committee other than the Student Advisory Committee, which is governed by the terms of the Massachusetts General Laws.

1. CAC may be created by the School Committee to serve as task forces for special purposes or to provide continuing consultation in a particular area of activity. There will be no standing overall CAC to the School Committee.
2. If state or federal law requires a CAC, its composition and appointment will meet all of the guidelines established for that particular type of committee.
3. The composition of a CAC will be broadly representative and take into consideration the specific tasks assigned to the CAC. Members of the professional staff may be appointed to the CAC as members or consultants.
4. The School Committee will make appointments to such CAC. The School Committee, upon recommendation of the Superintendent, will make appointment of staff members to such CAC. A member of the School Committee will not be a member of one of its own CAC. This shall not preclude School Committee members acting as ex officio members.
5. Whenever appropriate, a student member will be invited through the Student Advisory Committee to be a voting member.
6. Membership of a CAC is a privilege, as well as, a service. Out of consideration to other members, a member should inform the chairperson when continuous absences are justified. The chairperson has the right to declare a vacancy.
7. Each CAC will be clearly instructed as to:
 - a. The length of time each member is being asked to serve.
 - b. The assignment the School Committee wishes the CAC to fulfill and the extent and limitations of its responsibilities.
 - c. The resources the School Committee will provide.
 - d. The approximate dates on which the School Committee wishes to receive major reports.
 - e. The responsibilities of the release of information to the press.
8. All CAC meetings will conform to applicable Massachusetts General Laws. The administration will provide all CAC members with a copy of the Open Meeting Law.
9. Approved minutes of meetings will be promptly distributed to its own members, School Committee members, and the Superintendent. Announcement of meetings will be posted at Town Hall, as well as, the Superintendent's office. Notice of meetings will be provided to the local press.
10. A CAC proceeds best in an atmosphere of free exchange of information and opinion, unhampered by formal rules of order. However, occasions may arise when management of large groups will require a chairperson to declare the rules that will govern a meeting. On such occasions, Robert's Rules of Order Newly Revised may be used. A change of procedure should be announced at the beginning of a meeting.

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11. A quorum is the majority of voting members present at a meeting.
12. Joint meetings of the School Committee and a CAC may be held at the request of the School Committee or of the CAC.
13. At the conclusion of its assignment, each CAC will submit a written report to the School Committee. Recommendations of a CAC will be based on research and fact. Interim reports may be submitted at the discretion of the CAC. A joint meeting will be called to discuss the report and the CAC recommendations. This joint meeting may be a part of a regular meeting of the School Committee.
14. The School Committee possesses certain legal powers and prerogatives that cannot be delegated or surrendered to others. All recommendations of a CAC must be submitted to the School Committee through the Superintendent. The School Committee will have the sole power to dissolve any CAC and will reserve the right to exercise this power at any time during the life of any CAC.

Massachusetts General Law References:

M.G.L. 39:23A – Definitions

M.G.L. 39:23B – Open Meetings; Notice; Records; Enforcement

Westford Public Schools Policy References:

P7209 – Special Committees and Advisory Committees

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WESTFORD PUBLIC SCHOOLS

Westford, Massachusetts 01886