



# UTAH STATE BOARD OF EDUCATION

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## MEMORANDUM

**TO:** Members, Utah State Board of Education

**FROM:** Lorraine Austin  
Board Secretary

**DATE:** November 3-4, 2016

**ACTION:** Board Policy 1004 *Advisory Groups*

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### **Background:**

The USBE Advisory Committee Review Task Force has over the past several months reviewed its own advisory groups and other groups advisory to the Board. The Task Force has requested and given input into the creation of a policy outlining the appointment process, meeting requirements, communications and review of all groups advisory to the Board.

### **Board Strategic Plan:**

This item supports the following imperative and strategies in the Board's Strategic Plan:  
Oversight - Monitor, review, and provide general supervision to all public education institutions and other entities for which the State Board has responsibility.

### **Anticipated Action:**

It is anticipated that the Law and Licensing Committee will review Board Policy 1004 and forward a recommendation for approval to the full Board.

**Contact:** Lorraine Austin, 801-538-7517

<b>UTAH STATE BOARD OF EDUCATION POLICY</b>
Policy Number: Board - 1004
Policy Name: Advisory Groups
Date Approved:

By this policy, the Utah State Board of Education, “the Board,” establishes the following internal rules and procedures regarding groups that are advisory to the Board.

1. Advisory Groups

- a. A committee, task force, or other advisory group created in statute to which the Board appoints members, but is outside the charge of the Board, is considered an “outside advisory group.”
- b. A committee, task force, or other advisory group created in statute which is under the charge of the Board, or that is created by resolution of the Board, is considered a “board advisory group.”
- c. An ad hoc task force, committee or other advisory group created by the Board is considered an “ad hoc advisory group.”

2. Appointments

- a. Outside Advisory Groups
  - i. Appointments to outside advisory groups will be made in accordance with statute.
  - ii. Recommendations for appointments from the advisory group, Board members and staff will be considered by the Board.
  - iii. Appointments will be made upon Board vote in an open meeting of the Board.
  - iv. Individuals appointed will be notified by the Board chair.
  - v. The outside advisory group will be notified of appointments by the Board secretary.

vi. Individuals nominated, but not appointed, will be notified by the Board secretary.

b. Board Advisory Groups

i. When a vacancy occurs on a board advisory group, a Notice of Vacancy/Call for Nominations form and an application form will be posted on the Board's website for approximately twenty days.

ii. All nominations shall be received through the application form.

iii. All nominations shall be presented to the Board for consideration.

iv. Members of board advisory groups will be appointed upon the vote of the Board in an open meeting.

v. Individuals appointed will be notified by the Board chair.

vi. The board advisory group will be notified of the appointment by the Board secretary.

vii. Individuals nominated, but not appointed, will be notified by the Board secretary.

c. Ad Hoc Advisory Groups

i. The Board may determine areas represented on an ad hoc advisory group and make nominations for membership in an open meeting of the Board.

ii. The Board may give authority to the Board chair to determine appointments to an ad hoc advisory group.

3. Meetings

a. Board Advisory Groups

i. Meeting agendas will be sent to all Board members.

ii. Summaries of meetings will be prepared and made available to all Board members.

b. Ad Hoc Advisory Groups

i. Meeting agendas will be sent to all Board members.

ii. Summaries of meetings will be prepared and made available to all Board members.

#### 4. Reports to the Board

- a. Outside Advisory Groups will be invited to report to the Board annually.
- b. Board Advisory Groups
  - i. Board advisory groups will be scheduled to report to the Board annually.
  - ii. Recommendations from board advisory groups will be presented to the Board Executive Committee for placement on a Board meeting agenda.
- c. Ad Hoc Advisory Groups will present recommendations to the Board Executive Committee for placement on a Board meeting agenda.

#### 5. Review of Advisory Groups

- a. The Board will review outside advisory groups every 3-5 years and make recommendations for changes to the legislature.
- b. The Board will review all board advisory groups every 3-5 years and make recommendations for changes in statute to the legislature, or make changes to Board resolution.
- c. The Board chair will determine when the work of an ad hoc advisory group is complete.