

<b>UTAH STATE BOARD OF EDUCATION POLICY</b>
Policy Number: 1004
Policy Name: Advisory Groups
Date Approved: August 1, 2019

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) For the purposes of this policy, the following definitions apply:
  - (a) “Ad hoc advisory group or task force” means a time-limited task force, committee or other working group created by a quorum of the Board, including Board members as voting members of the group, to work on a specific project.
  - (b) “Board advisory group” means a committee, task force, or other advisory group created by:
    - i statute which is under the charge of the Board; or
    - ii a quorum of the Board through Board policy that advises the Board.
  - (c) “Outside advisory group” means 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.
- (2) Outside Advisory Groups will be appointed as follows:
  - (a) appointments to outside advisory groups shall be made in accordance with statute;
  - (b) recommendations for appointments from the advisory group, Board members and staff will be considered by the Board;
  - (c) appointments will be made upon Board vote in an open meeting of the Board;
  - (d) individuals appointed will be notified by the Board chair;
  - (e) the outside advisory group will be notified of appointments by the Board secretary; and
  - (f) individuals nominated, but not appointed, will be notified by the Board

secretary.

- (3) Outside Advisory Groups will be invited to report in person or in writing to the Board annually.
- (4) The Board will review the Board's involvement in outside advisory groups every 3-5 years and make recommendations for changes to the legislature.
- (5) Board Advisory Groups will be appointed as follows:
  - (a) 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;
  - (b) all nominations shall be received through the application form;
  - (c) all nominations shall be presented to the Board for consideration;
  - (d) members of board advisory groups will be appointed upon the vote of the Board in an open meeting;
  - (e) individuals appointed will be notified by the Board chair;
  - (f) the board advisory group will be notified of the appointment by the Board secretary; and
  - (g) individuals nominated, but not appointed, will be notified by the Board secretary.
- (6) The USBE staff of a Board Advisory Group shall:
  - (a) send meeting agendas to all Board members by e-mail;
  - (b) prepare a summary of each meeting; and make the meeting summary described in Subsection (3)(ii) available to Board members.
- (7) Board Advisory Groups:
  - (a) will be scheduled to report to the Board annually; and
  - (b) shall present the Board Advisory Group's recommendations to the Board Executive Committee for placement on a Board meeting agenda.
- (8) 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 policy.
- (9) A Board member may attend a meeting of a Board Advisory Group, but may not participate in the discussion or vote, unless the Board member is an official member of the group.

- (10) Ad Hoc Advisory Groups will be appointed as follows:
  - (a) the Board may determine areas represented on an ad hoc advisory group and make nominations for membership in an open meeting of the Board;  
and
  - (b) the Board may give authority to the Board chair to determine appointments to an ad hoc advisory group.
- (11) Ad Hoc Advisory Groups will present recommendations to the Board Executive Committee for placement on a Board meeting agenda.
- (12) The Board chair will determine when the work of an ad hoc advisory group is complete.
- (13) This policy does not apply to the Utah Professional Practices Advisory Commission established in Utah Code Section 53E-6-501.