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| <b>Utah State Board of Education Policy</b> |
| Policy Number: 1004                         |
| Policy Name: Advisory Groups                |
| Date Approved: September 7, 2023            |

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. Definitions

For the purposes of this policy, the following definitions apply:

- a. “Board advisory group” means an advisory group created by:
  - i. statute, which is under the authority of the Board; or
  - ii. the Board through Board policy.
- b. “Outside advisory group” means a group created in statute to which the Board is directed to appoint members. The Board does not have authority or control over outside advisory groups.
- c. “Task force” means a time-limited committee or other working group created by a vote of the Board to work on a specific project.

2. Board Advisory Groups

- a. Members will be appointed as follows:
  - i. USBE advisory group vacancies will be posted on the Board’s website and advertised to stakeholders;
  - ii. the Superintendent shall maintain a list-serve for interested persons to receive notice of USBE advisory group vacancies;
  - iii. all nominations shall be received through the application form and 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; and
  - v. all applicants shall be notified of the approved appointments;
- b. The USBE staff of a Board Advisory Group shall:
  - i. send meeting agendas to all Board members by e-mail;
  - ii. prepare a summary of each meeting; and make the meeting summary available to Board members within a reasonable time.
- c. The Board may periodically review Board advisory groups and make recommendations for changes in statute to the legislature or make changes to Board policy.
- d. A Board member may attend a Board Advisory Group meeting as approved by Board leadership or provided by Board policy.

3. Outside Advisory Groups

- a. Members will be appointed as follow:

- i. appointments to outside advisory groups shall 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 as provided by statute or by Board vote in an open meeting of the Board;
    - iv. individuals appointed will be notified by the Board chair;
    - v. outside advisory groups will be notified of appointments by the Board Communications Coordinator; and
    - vi. individuals nominated, but not appointed, will be notified by the Board Communications Coordinator.
  - b. Outside advisory groups may be invited to report in person or in writing to the Board.
  - c. The Board will review the Board's involvement in outside advisory groups every 3-5 years and make recommendations for changes to the legislature.
- 4. Task Forces
  - a. Members will be appointed as follow:
    - i. the Board may determine areas represented on a task force and make nominations for membership in an open meeting of the Board; or
    - ii. the Board may give authority to the Board chair to determine appointments to a task force.
  - b. The Board Executive Committee will determine when a task force recommendations or findings will be placed on a Board meeting agenda.
  - c. The Board chair will determine when the work of a task force is complete.
- 5. If an advisory group makes a recommendation to the Board, the Board may:
  - a. refer the recommendation to a standing committee for discussion;
  - b. receive the recommendation;
  - c. take action based on the group's recommendation; or
  - d. take no action.
- 6. Policy Applicability
  - a. This policy does not apply to the Utah Professional Practices Advisory Commission established in Section 53E-6-501.