



NEWMAN LEADERSHIP ACADEMY

ADVISORY COMMITTEE PROCEDURE

When committees are appointed by the Board of Directors, committee members shall receive a written statement including, but not limited to:

1. The committee members' names and the procedure to be used in the selection of the committee chairperson and other committee officers
2. The specific charges of the committee, including its topic(s) for study or well-defined area(s) of activity
3. The specific period of time that the committee is expected to serve
4. Legal requirements regarding meeting conduct and public notifications
5. Resources available to help the committee complete its tasks
6. Timelines for progress reports and/or final report
7. Relevant Board of Directors' policies and procedures

Committees Subject to Brown Act Requirements

Any standing advisory committee created by the Board of Directors shall comply with open meeting, notice, and public participation requirements of the Brown Act.

Ad hoc committees created by the Board of Directors are not subject to Brown Act requirements.