

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 803.3

Title Citizens Advisory Committees

Communication and Recommendations

The chairperson of a committee shall convene meetings of the membership and preside according to Roberts Rules of Order. The chairperson shall maintain liaison with the President and shall be responsible for the preparation of the final report.

The final report should contain the findings of the committee and where appropriate make suggestions or recommendations for Board consideration.

Committee meetings shall be conducted in a manner which conforms to the Open Meetings Law.

Date of adoption _____

Legal Reference: (Code of Iowa)

Date of last revision 9/12/88

Chapter 21

Date of current revision 1/8/96

Related Administrative Procedures and Cross References _____

