

Proposed Ground Rules for Advisory Committees (Revised September 17th, 2009)

The Advisory Committees are critically important to the full Committee's ability to accomplish its mission. The following ground rules are provided to ensure that the Committees function in a manner that is both transparent and effective:

1. Each Advisory Committee will be co-chaired by two members of the full Committee.
2. The co-chairs will be expected to work with staff and the co-chairs of the other advisory committees to coordinate their work plans, schedules and recommendations.
3. Each member of the full Committee will serve on at least one Advisory Committee, and may serve on as many of the Advisory Committees as they wish.
4. The Advisory Committees will operate under the same basic ground rules as the full Committee in conducting its meetings.
5. Meetings of the Advisory Committees will be open to the public.
6. Each Advisory Committee has the responsibility to ensure that the needs and concerns of all key stakeholder groups are addressed in their deliberations and reflected in their recommendations.
7. Each Advisory Committee will determine its needs for additional members to ensure the Committee fairly reflects the key stakeholders and has the skills required to meet its charge.
8. Each Advisory Committee may, by majority vote, add individuals to its membership, up to a maximum of 15 members.
9. The Advisory Committee may also ask individuals with special expertise who are not members Committee to attend a meeting (or meetings) to share their knowledge.
10. The Advisory Committees are encouraged to use the project web site, accountabilityinchildwelfare.org, as a mechanism to maintain communications and inform the public of its progress.
11. The Advisory Committees will be expected to formulate recommendations to be considered by the full Committee on the issues they are charged with exploring.
12. All members of the Advisory Committees will have a voice and a vote in developing the content of recommendations to the full Committee.

13. Fifty percent of the membership of an Advisory Committee shall constitute a quorum for purposes of conducting Committee business. Members are encouraged to attend Committee meetings in person, however participation by telephone will also be allowed and count toward the quorum requirement.
14. A majority of those participating in an Advisory Committee meeting in which a quorum has been established shall be required to advance a recommendation to the full Committee.
15. The co-chairs of each Advisory Committee will be expected to make a report on their group's progress at each meeting of the full Committee.
16. The full Committee will make the final determination regarding recommendations to the Governor and the Legislature.