



HELC Advisory Committees

General Provisions

- (a) **Authority.** The Commission may appoint advisory committees from outside the Commission's membership to advise the Commission as it may deem necessary. A written statement shall be prepared by the Commissioner or his or her designee for each advisory committee setting forth the purpose of the committee, the task of the committee, the manner in which the committee will report to the Commission, the date on which the committee is created, and the date on which the committee will automatically be abolished (if relevant). The written statements shall be maintained on file in the Commission offices.
- (b) **Purpose and Duties of Advisory Committees.** The purpose of an advisory committee shall be to give the Commission the benefit of the members' collective technical expertise and experience with respect to matters within the Commission's jurisdiction. An advisory committee's sole duty is to advise the Commission. An advisory committee has no executive or administrative powers or duties with respect to the operation of the Commission, and all such powers and duties rest solely with the Commission. The specific purposes and tasks of an advisory committee subject to this subchapter shall be identified in Commission rules.
- (c) **Composition of Advisory Committees.**
- 1) The composition of advisory committees created by the Commission, including subcommittees or workgroups with non-advisory committee members, shall contain no more than 5 members.
 - 2) The Commission shall make reasonable attempts to provide balanced, geographic representation, on all advisory committees. A rule or other action may not be challenged because of the composition of an advisory committee.
 - 3) This section does not apply to an advisory committee to the extent that:
 - A. another state law specifically states that DC Official Code does not apply; or
 - B. a federal law or regulation:
 - i. imposes an unconditional requirement that irreconcilably conflicts with the requirements of DC Official Code; or
 - ii. imposes a condition on the state's eligibility to receive money from the federal government that irreconcilably conflicts with DC Official Code.



- (d) **Membership Terms.** Except as otherwise provided by law, advisory committee members shall serve terms as determined by the Commission.
- (e) **Membership.** The Commission shall solicit nominations and make appointments from such nominations for membership on advisory committees from:
 - a. presidents and chief administrators or the respective designee from institutions approved to operate in the District.
 - b. appropriate entities, such as stakeholder organizations whose membership consists of the type of representative the advisory committee is seekingExcept as otherwise provided by law, all members of advisory committees are appointed by and serve at the pleasure of the Commission. If an advisory committee member resigns, is no longer associated with the nominating institution or entity, dies, becomes incapacitated, is removed by the Commission, otherwise vacates his or her position, or becomes ineligible prior to the end of his or her term, the Commission may appoint a replacement who shall serve the remainder of the unexpired term.
- (f) **Attendance.** A record of attendance at each meeting of advisory committees shall be made. Except as otherwise provided by law, if a member of an advisory committee misses three consecutive regularly scheduled meetings or more than half of all the regularly scheduled meetings in a one-year period, without approval by a majority vote of the Commission, that member automatically vacates his or her position on the advisory committee and the Commission may make an appointment to fill the remainder of the unexpired term of the vacancy.
- (g) **Reimbursement.** Members of advisory committees shall not be reimbursed for expenses unless the Commission expressly authorizes reimbursement. The Commission may also, in its discretion, reimburse the expenses of members of any duly authorized subcommittee of an advisory committee.
- (h) **Committee leadership.** Except as otherwise provided by law, each advisory committee shall select from its members a chairperson or presiding member, who shall report the committee's recommendations to the Commission. The Commission may, at its discretion, appoint other leadership roles of advisory committees or allow committee members to elect other leadership roles at their pleasure.
- (i) **Manner of Reporting.** Advisory committees shall report any recommendations directly to the Commission at a Commission meeting determined in consultation with HELC staff. Advisory committees shall also provide an annual or biennial report to the Commission to allow the Commission to properly evaluate the committee's work, usefulness, and the costs related to



the committee's existence, including the cost of agency staff time spent in support of the committee's activities.

- (j) **Subcommittees or Workgroups.** Advisory committees may organize themselves into subcommittees or workgroups. One member of each subcommittee or workgroup shall serve as the chairperson. Subcommittee or workgroup chairs shall make written reports regarding their work to the presiding member of the advisory committee. A subcommittee or workgroup of an advisory committee may include members who are not members of the advisory committee, but must include at least one member of the advisory committee.
- (k) **Meetings.** Advisory committees shall meet at the call of the presiding member or the Commission.
- (l) **Monitoring of Advisory Committees and Records.**
 - a. The Commission shall monitor the activities of advisory committees.
 - b. The Advisory Committee with support from HELC staff shall record and maintain the minutes of each advisory committee and subcommittee meeting. The staff shall maintain a record of actions taken and shall distribute copies of approved minutes and other committee documents to the Commission and to advisory committee members on a timely basis.
 - c. Minutes kept for advisory committee meetings and reports shall be maintained in a form and location that is easily accessible to the public, including making the information available on the Commission's website.