

Advisory Committee Policy

Adopted by the Board on January 10, 2022

Amended March 13, 2023; May 13, 2024; and November 4, 2024

Purpose: A BSRB Advisory Committee, as a creation of the Board, has the purpose of supporting the Board in carrying out its mission to protect the public. Members serve at the pleasure of the Board. Actions pertaining to informing, licensing, and disciplining of those persons regulated by the Board are the methods for accomplishing the mission.

Process: An Advisory Committee fulfills its purpose by addressing issues referred to it by the Board through the Advisory Committee Chair or the Executive Director. A Committee may suggest issues it believes the Board should consider by referring those through the Chair of the Advisory Committee. When the latter occurs the Board has three courses of action from which to choose:

1. The Board can agree the issue needs to be addressed at the Board level.
2. The Board can agree the issue should be addressed and refer the matter to the appropriate person or committee for additional information, review, or analysis, which will then be brought back to the Board.
3. The Board can decide to not address the issue.

Structure of the Committee: Chairs of Advisory Committees will be members of the Board. If the profession is represented on the Board, the Chair of the Advisory Committee will be a Board member licensed in the discipline of the committee and appointed by the Governor to represent that discipline on the Board. Any other Board members appointed by the Governor to represent that discipline on the Board will serve as a member of that Advisory Committee. A public member of the Board will also be a member. There will be a minimum of three and a maximum of ten non-Board members appointed. The Executive Director will be a non-voting, ex officio member. The Assistant Director or Licensing Manager is encouraged to attend. Legal counsel for the Board should attend meetings when their attendance is requested.

Terms for non-Board Advisory Committee members will be two years. They will be appointed by the Chair of the BSRB and can serve up to four terms. Any non-Board members completing a fourth term on the Advisory Committee must cease serving on the Advisory Committee for at least two years. After two years, following a fourth term, a non-Board member is eligible to be appointed to serve on the Advisory Committee again for up to four additional terms, for maximum service on the Advisory Committee (as a non-Board member) of 16 years. Appointments to the Advisory Committee should be staggered to avoid having too many members of the Advisory Committee reach their maximum length of service at the same time. The policies and procedures under which the BSRB Board Members are expected to operate will apply also to the Advisory Committee Members. It is the expectation that Advisory Committee members will not commit acts leading to disciplinary violations. If an Advisory Committee member is found to have committed a disciplinary violation, the Chair of the Advisory Committee and the Chair of the Board will be informed of the violation and will discuss the matter, to determine whether the member is suitable to remain on the Advisory Committee. The Chair of the BSRB can remove members.

Selection: Non-Board Advisory Committee members may be nominated by anyone, including the public, committee members, members of a professional organization — either the discipline’s own or other’s — or through self-nomination. In reviewing nominations, the Committee should work to ensure that there is diverse representation including, but not limited to, geographic setting, gender, culture, and ethnicity. Members should provide representation of the levels of licensing for that discipline and those members should be selected from among public and private practitioners and educators.

The Committee as a whole discusses nominations and reaches recommendations on new members. The nominee’s resume, a letter stating the reasons why he or she desires to be appointed, and a copy of the Board’s mission and goals to which the nominee has indicated agreement, are reviewed. The Chair of the Committee will submit the Committee’s recommendations for new members to the BSRB Board Chair. The Chair will review the recommendations and may request input before making a decision, which will be announced at a Board meeting.

After the appointment has been approved the Executive Director will inform the Advisory Committee appointee by letter or e-mail. The Executive Director may assist the new member by providing information, which will help orient the member to the Board’s, and Advisory Committee’s, role and function.