

Committees

Standing committees of the Board may be created and their purpose defined by a majority of the Board. The Board Chair shall appoint Trustees to serve on such committees.

Advisory Committees

These parameters will be followed by all Board committees which are established under this policy and they are to report directly to the Board:

1. The task must be clearly defined by the Board, i.e. either to select and research options and then to present the Board with the rationale for the selecting from among the various options, or to research the best path to implement a previously selected option. They will instruct each committee as to the service the Board wishes the committee to render.
2. The Board will instruct each committee as to the policies governing citizens' committees and the relationship of these committees to the Board as a whole, individual Board members, the Superintendent, and other members of the professional staff.
3. A written process for selection of committee members will accompany any administration or Board recommendation for a committee prior to establishing the committee. To the extent possible, the committee will be representative of the community. The Administration may recommend the size of the committee and the Board will confirm the committee members and alternates from those who express interest and have appropriate skills and experiences to contribute.
4. The committee once formed and confirmed by the Board, will attempt to select its own chair from among community representatives, determine its operational procedures, and publish its agendas and maintain minutes of its meetings.
5. If a committee chooses to create by-laws, those by-laws shall be approved by the Board and reviewed annually.
6. The length of time each member is invited to service, the length of the committee's task, and the approximate dates on which the Board wishes to receive major reports must be clearly defined. A committee could be a standing committee or an ad hoc committee.
7. Prior to a final recommendation or report being presented to the Board, the committee may hold one or more public hearings.

8. All public inquiry or comment about the report should be directed to the committee for consideration.
9. The draft of the final report, with accompanying minority report if appropriate, will be provided to the Board in both written and verbal format. The final report will be approved and forwarded by the committee members.
10. At the first Board meeting after the final report is presented for information, the Board will take action to formally accept the report; making it the final report.
11. Once the Board receives and accepts the report, deliberation among the Board members will determine the final decision without further public hearings.
12. The Board will instruct each committee as to the committee's responsibilities for the release of information to the press.
13. Advisory committees shall be reviewed annually.

Procedure History:

Promulgated on: November 4, 2013

Revised on: February 5, 2018