

Bylaws

**PATERSON
BOARD OF EDUCATION**

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Board Committees - Specifics

0155.1 BOARD COMMITTEES - SPECIFICS

1. The Board believes that an effective "committee system" will enhance Board governance. Each committee chair shall make a record of the committee meetings that will include, the topics discussed, who is there, and who is not.
2. School board members must remember that they are role models for the school district and community, and should strive to conduct themselves in that manner at all committee meetings and other Board functions.
3. School board members must read their material prior to any board discussion. Specific questions/concerns on agenda items and/or committee findings should be referred back to the committee chair in a timely fashion.
4. Committee chairs must take into consideration the input and concerns of other school board members rather than placing their issues and concerns first.
5. Annually, the committee will work on the following activities in addition to their district centered work:
 - A. Develop and engage in a public information campaign to inform the community of the roles and responsibilities of school board members and the community itself in the educational process.
 - B. Develop a local school board orientation program for new members.
 - C. Provide ongoing and customized professional development for school board members.



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Committee Meetings:

1. Committee meetings shall be comprised, primarily, of small groups of Board members charged with focused review of specific areas. This process is aimed at promoting better Board efficiency.
2. Board members shall submit written preferences for committee assignments to the President prior to the first workshop meeting that is scheduled after the organization meeting.
3. Committee groups are subsequently formed by the Board President.
4. Board members must make every effort to attend all committee meetings and get necessary information before workshop meetings for efficiency of time.
5. If absent, it is the Board member's responsibility to call the respective chairperson before the Board workshop meeting. The committee chair shall forward any completed work to the absentee in hard copy form upon their request. If there have been more than three absences by this board member, the board member shall receive the copy at the workshop and shall not make comment.

Chairperson of Committees:

1. Selected, and for cause, replaced by President of the Board.
2. Meeting dates and times shall be established by a consensus of each particular committee member in consultation with administration.
3. Chairperson will have a district designee call committee members prior to meetings to confirm attendance.



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4. Attendance of Chairperson - if three (3) meetings are missed during the school year, that person is no longer able to chair that committee for the rest of the year.
5. The chairperson must notify the Board President and members of the committee when absence occur and must have a valid excuse (personal illness; death in immediate family; birth; adoption; and marriage).
6. The President of the Board shall report to the public, on a quarterly basis, Board member attendance at regular, workshop, executive, emergency and committee meetings.

Adopted: 15 March 2006

Revised: 17 October 2007

