

Bylaws

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BOARD OF EDUCATION

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Board Committees

0155 BOARD COMMITTEES

In order to use the time, effort and expertise of the members of the Board of Education effectively, the Board of Education shall operate under a committee system.

Standing Committees

The Board President shall authorize the establishment of such standing committees from among the board membership as he finds necessary to study operations in specific areas and to make recommendations for Board of Education action. The following rules will govern the appointment and function of such committees:

1. The committee members shall be appointed by the Board President. A committee Chairperson shall be selected by the Board President or at his/her discretion, by the committee members;
2. The committee shall develop a list of its functions and duties and present them to the board on an annual basis following the organization meeting in April;
3. The committee may make recommendations for Board of Education action, but it cannot act for the Board of Education;
4. The Board Chairperson and the Superintendent shall be ex officio members of all standing committees; and
5. All standing committees shall be dissolved at the end of the Board of Education's year at the annual organization meeting.

Special Committees

Special committees may be created for special assignments. The same rules shall apply as for standing committees, except that they shall be dissolved upon completion of their assignment.



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Committee of the Whole

The Board may, with the consent of the Superintendent, meet and work as a committee of the whole, in informational, discussion, and exploratory sessions. No official action shall be taken at these meetings, unless so advertised.

Committee Minutes

The following will govern the preparation of committee meeting minutes:

1. All committees must keep a detailed record (minutes) of committee meetings.
2. The preparation of committee minutes must be the responsibility of the committee chairperson or his/her designee.
3. Minutes must include the date, time, location, members present, members absent, subject(s) considered and ending time of meeting.
4. Committee minutes must be forwarded and kept on file in the Board Secretary's office.
5. Committee minutes must be provided to the entire Board of Education through the Board Secretary's within 72 hours of the committee meeting, if possible, considering the committee meeting takes place three days prior to the workshop meeting.
6. A detailed report shall be communicated into the record at the workshop meeting and a summary of the committee report shall be reported at the regular meeting.

Adopted: 31 October 2002
Revised: 17 October 2007
Revised: 20 October 2010

