

Policy 170 - 2021-22 Regular Board Meeting Schedule

- *All regular meetings begin at 6 p.m. unless otherwise designated.
- *Board meetings will be held in the High School Library unless designated otherwise.
- *Special meetings and work sessions may be called and posted as per Wisconsin Statute 19.84.
- *Committee meetings of the Board will be posted.

May 19	August 18	November 17	February 16
June 16	September 15	December 15	March 16
July 21	October 20	January 19	April 20

Policy 165.1 – 2021-22 School Board Member Conflict of Interest

Completion of Conflict-of-Interest form

2021-22- School District Legal Counsel Designation

Legal Counsel	Dean Dietrich Dietrich VanderWaal, S.C. 530 Jackson Street Wausau, WI 54403
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2021-22 District's Official Newspaper Designation

Official Newspaper	Buffalo County News
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Book	School Board Policies
Section	100 Series: Board of Education
Title	Board Officers
Code	141
Status	Active
Adopted	April 18, 2018

The School Board shall elect a President, Vice President, Clerk, and Treasurer from among its members to serve as officers of the Board.

Election and Term of Office. Board officers shall be elected by the Board annually at an organizational meeting of the Board that is held on or within 30 days after the 4th Monday in April.

Secret ballots may be used to conduct the voting for the election of Board officers. Unless the Board proceeds in a different order of selection (pursuant to a specific motion or without any objection being raised by an individual Board member), the officers will normally be elected in the following order: President, Vice President, Clerk, and Treasurer. Voting for any of the officers shall continue, at the same meeting or at a timely subsequent meeting, until a successor to the current officer is elected by a majority vote.

A Board member may accept or refuse a nomination for an office at the time nominations are taken; failure to accept or refuse a nomination constitutes acceptance. A Board member elected as an officer is deemed to have accepted the appointment and the duties of the position.

Provided that the officer remains a member of the Board, and unless the Board expressly specifies otherwise in the process of electing its officers, the regular term of a Board officer normally lasts from the date of his/her election until the date that the Board elects a successor.

Vacancies in Board Officer Positions. In the event of a vacancy in a Board officer position, the Board shall fill the vacancy by majority vote, and the person selected shall normally serve in the position until the subsequent election of a successor at an annual organizational meeting, as outlined above. When a vacancy in a Board officer position arises because the former officer is no longer a Board member, the Board fills the vacancy in the officer position independently of filling any vacancy on the Board itself.

Temporary Disability or Absence. The Vice President shall automatically carry out the duties and responsibilities of the President in the event of the President's temporary absence or temporary inability to serve in his/her capacity as President. If any other Board officer is temporarily unable to discharge the duties of the office due to disability or absence, the Board may make a temporary appointment in a manner consistent with applicable state law.

Removal of Board Officers. The removal of any Board officer from his/her position as an officer prior to the Board's election of a successor via the annual organizational process shall be handled in accordance with the requirements of state law.

Duties, Powers, and Limited Delegation. Each Board officer is responsible for ensuring the performance of such duties as are assigned to the position by state law. Each officer shall also be responsible for the performance of any duties, and may exercise such discretionary powers, as the Board assigns to the officer.

To the extent consistent with applicable law, the Board authorizes the Board officers to delegate the actual performance of delegable duties to District Office employees. The individual officer shall coordinate all such delegation of the performance of specific actions through the District Administrator. In the event the officer and the District Administrator are unable to resolve to their mutual satisfaction any concerns about such delegated actions, the officer or the District Administrator shall arrange for the Board to consider and attempt to resolve the concerns. Board officers should be aware that the delegation of the performance of a legal duty does not transfer all legal responsibility and liability to the delegee.

For purposes of illustration applicable to the Clerk, delegable duties related to elections include the ministerial duties of accepting elections-related filings and petitions, accepting elections materials provided by municipal clerks, preparing and issuing mandatory election notices, and mailing finance reporting forms to registrants.

Legal Reference:

Wisconsin Statutes:

Section 17.13 [removal of officers]

Section 19.88(2) [election of officers by secret ballot]

Section 120.05 [election of board officers in common and union high school districts; temporary absence or disability of an officer]

Section 120.06 [partial identification of clerk duties related to school board elections]

Section 120.15 [partial list of board president duties]

Section 120.16 [partial list of board treasurer duties]

Section 120.17 [partial list of board clerk duties]

Section 120.43(1) [election of board officers in unified school districts]

Section 120.44(2) [powers and duties of board officers in unified school districts]

Section 990.001(9) [acts by agents]

WASB References: SP4, 3/3/2016

Cross References

Former Policy OP-2

Book	School Board Policies
Section	100 Series: Board of Education
Title	Regular and Special Board Meetings
Code	170
Status	Active
Adopted	April 18, 2018

Regular School Board Meetings

A regular Board meeting is any Board meeting that is scheduled (or rescheduled) by a formal action of the Board, including any vote that directs the holding of a Board meeting and any vote that adopts a policy or schedule that directs the holding of one or more Board meetings.

Except as otherwise determined or modified by the Board, and except that no regular meeting shall be deemed scheduled by this paragraph on a legal holiday on which the District's administrative offices are also closed, the Board will hold regular meeting(s) at least once a month as follows: pursuant to an annual schedule of meetings approve by the Board.

Special School Board Meetings

A special Board meeting is a meeting initiated by an individual Board member or the District Administrator as provided by state law and this paragraph. A special meeting shall be held upon the request of the District Administrator or the written request of any Board member. The request shall be filed with the Board President or in the President's absence, the Vice-President. Such a request may be filed directly with such officer or at the Office of the District Administrator with a copy provided to such officer. The individual requesting the meeting is responsible for confirming that the request has been received as intended. The Board officer receiving the written request, or his/her designee, shall ensure that every member of the Board receives written notice of the time and place of any special meeting at least 24 hours prior to the meeting. The written notice may be delivered personally to the Board member, delivered to the Board member's usual residence, e-mailed to the Board member at his or her District-provided e-mail address, or mailed by 1st class mail to the Board member at his/her usual residence in time to arrive at least 24 hours prior to the meeting. However, the requirement of providing each Board member with advance, written notice of a special meeting does not apply and is deemed waived if each Board member consents to holding the special meeting by either:

1. Personally attending the special meeting and consenting; or
2. Providing written consent even though the Board member does not personally attend the special meeting.

Provisions Applicable to All Board Meetings

All Board meetings shall be preceded by appropriate notice, in accordance with state law requirements. To the extent consistent with applicable law, a majority of the Board's members constitutes a minimum quorum at any regular or special school board meeting. In the absence of a lawful quorum, the Board may not take any official action other than to end the meeting (unless, in a very rare circumstance, a valid legal exception applies).

No duly elected or appointed member of the Board shall be excluded from any meeting of the Board.

The Board President, or, in the President's absence, the Vice President, shall serve as the presiding officer of each Board meeting. Every Board meeting shall initially be convened in open session, although the Board may thereafter convene and hold a closed session to the extent permitted by law and consistent with applicable legal requirements.

The Board President and Clerk shall ensure that minutes of each Board meeting are recorded, approved, signed, and filed in the Board records. The proceedings of each Board meeting shall be published, publicized, or posted, per the requirements of section 120.11(4) of the state statutes, within 45 days after the meeting

The Board, with the assistance of the District business office, shall ensure that a detailed record of applicable receipts and expenditures is available for public inspection at Board meetings to the extent required by law.

Legal References:

Wisconsin Statutes:

Section 19.81(2) [public access to meetings]

Section 19.83 [governmental meetings; periods of public comment]

Section 19.84 [public notice of board meetings and scheduling of public comment periods]

Section 19.85 [closed session exceptions to meeting in open session; closed session procedures]

Section 19.89 [exclusion of members of a governmental body]

Section 120.11(1) [regular board meetings and definition of quorum for meetings in common and union high school districts] **{Editor's Note: This reference does not apply to unified school districts.}**

Section 120.11(2) [special board meetings in common and union high school districts; includes board member notification requirements for special meetings] **{Editor's Note: This reference does not apply to unified school districts.}**

Section 120.11(4) [proceedings of school board meetings; financial records]

Section 120.43 [board meetings in unified school districts] **{Editor's Note: This reference applies only to unified school districts.}**

Section 985.01 [definitions of "proceedings" and "substance" of official action]

Section 990.001(8m) [general statutory construction of a quorum of a public body]

Section 995.20 [legal holidays]

WASB Reference: SP1, 8/25/2017

Cross References

Former Policy OP-2

Book	School Board Policies
Section	100 Series: Board of Education
Title	School Board Member Conflicts of Interest
Code	165.1
Status	Active
Adopted	April 18, 2018

The School Board and individual Board members shall observe this policy and all applicable laws regarding conflicts of interest. The following list of issues and expectations is not intended to be a complete list of all situations in which a conflict of interest may exist under applicable law. In addition, adherence to this policy will not necessarily excuse any violation of applicable law, including in situations where (a) this policy does not address the legal issue in question; or (b) this policy is in some way an incomplete or imprecise statement of the applicable laws. Each individual Board member is ultimately responsible for personally identifying and taking appropriate action with respect to his/her own conflicts of interest in accordance with applicable law.

1. A Board member, in his/her private capacity, may not negotiate, bid for, or enter into any contract in which he/she has a private pecuniary interest (direct or indirect) if, in his/her capacity as a public official, he/she is either authorized or required to (a) take part in the making or awarding of the contract; or (b) perform in regard to that contract some official function requiring the exercise of discretion. In such a situation, the Board member cannot cure the conflict of interest or avoid violating the law by abstaining from voting on the contract as a member of the Board. The Board intends this paragraph to parallel the scope of section 946.13(1)(a), including all statutory exceptions that exist to the conduct prohibited therein.
2. A Board member may not, in his/her public or official capacity, participate in making or entering into a contract or other transaction involving receipts or expenditures on behalf of the District if such Board member has a direct or indirect private pecuniary interest in such contract or transaction. A Board member shall also avoid taking any action or performing any function in his/her official capacity that involves the exercise of discretion in regard to any such contract or transaction. The restrictions identified in this paragraph apply even if the Board member has not personally participated in the making of such contract or transaction in his/her private capacity. Should such a pecuniary interest exist, the Board member shall abstain from all consideration (e.g., debate/discussion) and action (e.g., voting) concerning the matter.
3. In the event a Board member is employed by a corporation or business which furnishes goods or services to the District, the Board member shall declare his/her association with the organization and refrain from both debating and voting upon the question of the contract or transaction, and he/she shall also comply with the prohibition outlined in item (1) of this policy. Except where applicable law would prohibit the transaction or the making of the contract, it is not the intent of this paragraph to prevent the District from contracting with corporations or businesses solely because a Board member is an employee of the firm. Rather, this paragraph is intended to prevent placing a Board member in a position in which his/her interest in the public schools and interest in his/her place of employment might conflict and to avoid appearances of any conflict of interest, even though such conflict may not exist.
4. All members of the Board are required to adhere to the statutory Code of Ethics for Local Government Officials, including the requirement that no Board member may use his/her position or office to obtain financial gain or anything of substantial value for the private benefit of him/herself, his/her immediate family, or for an organization with which he/she is associated. The Board intends that the definitions found in Subchapter III of Chapter 19 of the state statutes be used to define specific terms that are used in this paragraph.
5. No Board member shall hold more than one public office or a position of public employment, or any combination thereof, where the simultaneous roles would be legally incompatible. As a specific example, no current Board member will be simultaneously employed by the District in any other capacity due to the incompatibility of the Board member's public office with such employment.
6. No Board member shall use confidential District records or any confidential information regarding the affairs of the District that the Board member has access to in his/her official capacity to inappropriately advance a private interest or for the private financial benefit of any person.

Notwithstanding the prohibitions identified above, there may be narrow circumstances under which, for example, a Board member whose spouse is employed by the District may lawfully participate in discussing and deciding a general policy matter that affects a broad class of individuals that includes the Board member's spouse, such as a general employment policy decision that affects staff working conditions and that does not affect the Board member's spouse in a way that differs materially from the effect on most other employees. The individual Board member must assess such issues on a case-by-case basis. Further, any such possible allowance permitting the Board member's participation in quasi-legislative general policy matters is presently understood not to apply to decisions that address certain items of substantial value or substantial monetary benefit, such as a wage schedule that is applicable to the Board member's spouse or a District group insurance benefit under which a Board member or his/her spouse has coverage.

The following are additional examples of situations in which a conflict of interest or an issue regarding partiality or bias may arise and in which the affected Board member needs to determine an appropriate course of action:

1. An individual who is a close relative of the Board member is (a) employed by the District; (b) seeking employment with the District; or (c) seeking to engage in any business transaction with the District; and
2. A Board member's own child attends school in the District or participates in other District programs, and an issue arises in which the Board member's child is directly involved (e.g., a disciplinary matter) or which would uniquely affect the Board member's child.

Legal References:

Wisconsin Statutes:

Section 19.42 [statutory definitions related to the code of ethics for local government officials]

Section 19.46(2) [advisory opinions from the ethics commission]

Section 19.59 [ethical standards for local government officials]

Section 19.59(5) [advisory opinions regarding local government code of ethics; district legal counsel]

Section 120.20 [school board members; compatible positions of serving as a volunteer coach or extracurricular activity supervisor]

Section 946.12 [misconduct in public office]

Section 946.13 [private interests in public contracts prohibited]

WASB References: SP1, 3/3/2016

Book	School Board Policies
Section	100 Series: Board of Education
Title	Procedures Relating to School Board Member Conflicts of Interest
Code	165.1-RULE
Status	Active
Adopted	April 18, 2018

When a School Board member abstains from voting and otherwise participating in a matter due to an actual or potential conflict of interest or due to actual or potential personal bias in a matter, including situations in which a Board member concludes, regardless of any specific legal requirement, that he/she will voluntarily refrain from participating in any such matter (e.g., to avoid undermining public confidence in the Board's actions, decisions, or judgment), these procedures will be followed:

1. If present at a meeting where the matter in question is going to be addressed, the Board member who will not be participating in the matter will declare their non-participation at the meeting(s) and should normally do so no later than just before the Board (or committee) begins to directly address the relevant item of business. The Board member who is not participating in the matter shall move away from the Board table as a visual reminder to everyone that he/she is not participating in the matter.
2. Non-participation means that the Board member will not (a) discuss or debate the matter; (b) make recommendations on the matter; (c) make motions or vote on the matter; or (d) otherwise use his/her public office to attempt to influence the decision of the Board (or committee) or the District's course of action.
3. The Board strongly encourages any member who is not participating in a matter due to an actual or potential conflict interest or due to concerns with possible bias to temporarily leave the meeting room for the time period during which the Board (or committee) is addressing the matter in question.
4. The Board member's non-participation (including his/her departure from the meeting room if applicable) shall be expressly identified and recorded in the minutes of the meeting.

If a Board member refuses to avoid participating in a matter notwithstanding the Board's (or a committee's) approval of a specific motion requesting abstention based on the Board's (or committee's) conclusion that abstention appears to be the legally-required course of action, the motion, vote, and the refusal to abstain shall be expressly identified and recorded in the minutes of the meeting.

Procedures Intended to Facilitate the Identification, Assessment, and Potential Resolution of Conflicts of Interest or Potential Conflicts of Interest

Although each individual Board member is ultimately responsible for personally identifying and taking appropriate action with respect to his/her own conflicts of interest, in any situation in which it comes to the attention of the Board President or District Administrator that a possible conflict of interest may arise or has arisen under Board policy or applicable state law involving one or more Board members:

- The Board President (or the Vice President if the President is the member with the possible conflict of interest) may direct the District Administrator to seek, on behalf of the Board/District, a legal interpretation and/or advisory opinion from the District's legal counsel, which, upon the advice of counsel, may further involve seeking an opinion from the Ethics Commission and/or the Office of the Attorney General.
- The Board, at a properly noticed meeting, may direct the Board President or District Administrator to seek, on behalf of the Board/District, a legal interpretation and/or advisory opinion from the District's legal counsel, the Ethics Commission, and/or the Office of the Attorney General.

If the best available information indicates that a conflict of interest will exist for any Board member in a particular matter, the Board expects the individual Board member to take such action as is necessary to remedy or avoid the conflict (e.g., by abstaining from both debating and voting upon the issue(s)).

In the event a question has arisen after-the-fact as to the propriety, under Board policy or under applicable law, of a Board member's prior participation in debate or voting (or the performance of some other official function) in any

matter, the purpose of seeking advice from the District's legal counsel may include (1) determining how to assess the outcome of voting in light of any abstention or failure to abstain, and (2) determining whether it is in the District's best interest for the Board to, for example, consider rescission of any prior action, to take action on the matter in question a second time without the participation of one or more Board members, or to simply permit an original vote to stand.

Nothing in these procedures precludes an individual Board member from seeking advice or counsel on his/her own behalf regarding a matter which he/she is or may become a party, including by seeking advice from the Board member's personal attorney or from the Ethics Commission, provided that in seeking such advice or counsel he/she does not improperly disclose any confidential District information, such as legally-protected student records or legal advice that is subject to any attorney-client privilege held by the District.

WASB References: SR1, 3/3/2016

Conflict of Interest Statement

For Officers, Directors and Committee Members

No member of the **Cochrane-Fountain City Board of Directors**, any of its Committees or Director, shall derive any personal profit or gain, directly or indirectly, by reason of his/her participation with the **Cochrane-Fountain City School Board**. Each individual shall disclose to **Cochrane-Fountain City** any personal interest which he/she may have in any matter pending before the **Cochrane-Fountain City School Board** and shall refrain from participation in any decision on such matter.

Any member of the **Cochrane-Fountain City School Board** or any Committee shall refrain from obtaining any list of school clients for personal or private solicitation purposes at any time during the term of their affiliation.

At this time, I am a Board member, Director, Employee, or a Committee member of the following organizations:

This is to certify that I, except as described below, am not now nor at any time during the past year have been:

1. A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with C-FC, which has resulted or could result in personal benefit to me.
2. A recipient, directly or indirectly, of any salary payments, loans or gifts of any kind, free services, discounts or other fees from or on behalf of any person or organization engaged in any transaction with C-FC.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with C-FC.

Date: _____

Printed Name: _____

Signature: _____

Book	School Board Policies
Section	100 Series: Board of Education
Title	Standing Committees of the School Board
Code	185
Status	Active
Adopted	August 15, 2018

Current policy
 Replace with
 Committee - of - the - Whole

Rationale: The School Board believes committees can be useful in the decision-making process. By using a Board committee structure, the Board is able to conduct its business in an efficient and effective manner and study issues facing the District more in depth. The committee structure is designed to assist the Board in the conducting of Board business.

Designation of Standing Committees: The Board shall have at least the following standing committees, which shall be subunits of the Board and each committee shall include at least two Board members. The board's standing committees shall include the following:

1. Communication Committee
2. Curriculum Committee
3. Finance and Budget Committee
4. Human Resources Committee
5. Policy Committee

Duties/Functions: Standing committees shall perform functions and duties as determined by the Board. Unless the Board gives contrary direction, committees may also take up issues within the general scope of their charge on their own initiative or upon referral by the District Administrator or his/her administrative-level designee. The Board's standing committees shall generally be deliberative and advisory in nature. Therefore, unless acting with authority that has been expressly and unambiguously delegated to the committee by a Board decision, committees shall have no power to take official action in place of the Board or to otherwise commit the Board or District to any specific course of action or expenditure of funds.

In the event of any uncertainty surrounding a committee's scope of responsibility, and to avoid unnecessary duplication of effort, the Board retains discretion to make final determinations as to the most appropriate committee, if any, to address specific issues.

Quorum: The quorum of each standing committee shall be defined as a majority of the full membership of the committee. The members of each standing committee shall be appointed annually by the Board upon a recommendation submitted by the Board President. The appointments shall normally occur within 30 days of the annual election of Board officers. The Board members appointed to the various committees shall serve until the next annual appointments are made, assuming no vacancies occur and assuming no intervening action by the Board to modify committee structures or committee membership.

Vacancy: In the event of a vacancy on the Board, and in the absence of any Board action to the contrary, the person appointed to fill the Board vacancy (if any) shall also assume the committee appointments formerly held by the Board member whose absence created the vacancy.

Administrative Support: Subject to any more specific directive of the Board, the District Administrator shall either personally serve as or designate another staff member to serve as an administrative liaison to each standing committee. Such liaison shall normally attend the committee's meetings.

Chairperson: A chairperson for each standing committee will normally be expressly designated in the committee appointment process. However, if no chairperson is designated, the committee shall select its own chairperson. Committees shall select an alternate chairperson to preside in the absence of the chairperson. The chairperson's responsibilities shall be as specified by the Board.

Participation by other Board members: Except to the extent that the Board takes official action establishing a contrary rule or directive, any Board member may attend and participate in the discussion that occurs at any meeting of a standing committee. However, only the appointed members of the committee will have the authority to make motions and vote at the committee's meetings.

Notice: Notice of Board committee meetings shall be issued in accordance with state law and any applicable Board policy. When appropriate, such notice shall include a statement to reflect that a quorum of the Board may be present at the committee meeting, that such committee meeting may, therefore, also constitute a meeting of the Board for purposes of the Open Meetings Law, but that the Board will take no action as a governmental body at such committee meeting.

Disclaimer: A committee formed for or meeting for the purpose of collective bargaining is not a governmental body under the Open Meetings Law, and this policy is not intended to separately apply any provisions of the Open Meetings Law to such a committee.

Legal References:

Wisconsin Statutes:

- Section 19.82 [definitions under the open meetings law]
- Section 19.83 [public meetings]
- Section 19.84 [public notice of meetings]
- Section 19.85 [exemptions to open meetings]
- Section 19.89 [exclusion of board members from meetings]

WASB Reference: SP1, 3/3/2016

Committee of the Whole

Replacement Policy

Policy 185

The Cochrane-Fountain City School District Board of Education has consolidated Board committees and will now act as a Committee-of-the-Whole in open session, except when state statutes allow meetings to go into closed session. A majority of the Board members may be present at the committee meetings.

The purpose of Committee-of-the-Whole meetings is to serve as a work session, in order to enable input, gather and share information, discuss pertinent and applicable data, and for deliberating possible courses of action to be taken relative to the topic before the Board.

Committee-of-the-Whole meetings will be held monthly and focus on topics or issues of interest of the Board including, but not limited to: finance and budget, curriculum, communication, human resources, and policy.

The Board generally will not take official action on items listed on the Committee-of-the-Whole agenda. Only in situations when timelines and circumstances surrounding the item dictate that a decision on such an item cannot be postponed until the regular Board meeting will the Board list an item for action on the committee of the whole agenda. After hearing and deliberating each agenda item, the Board may take action, either by official motion or by consent-of-the-whole to place the item on a regular Board meeting agenda for action. The Board may request that an item be taken from the Committee-of-the-Whole and assigned to a Board's ad hoc committee for more in-depth discussion and study.

Public notification of Committee-of-the-Whole agendas shall be provided under applicable State Statute and School Board policy. Committee-of-the-Whole meetings are open to the public under the Open Meeting Law.

Legal References: Wisconsin Statutes

Section 19.82 [definitions under the open meetings law]

Section 19.83 [public meetings]

Section 19.84 [public notice of meetings] Section 19.85 [exemptions to open meetings]

Section 19.89 [exclusion of board members from meetings]

Adoption Date: April 26, 2021

Book	School Board Policies
Section	100 Series: Board of Education
Title	Ad Hoc Committees Created by the Board
Code	186
Status	Active
Adopted	August 15, 2018

FOR INFORMATION/
REFERENCE ONLY

Creation: At its discretion, the School Board may establish ad hoc committees to perform a specific function determined by the Board. An ad hoc committee under this policy shall have a defined membership and may include, exclude, or consist entirely of individuals who are not Board members. This policy is not intended to apply to groups with effectively unlimited participation, loosely constituted groups having a fluid and undefined membership, or to work teams or similar groups created or called together at the discretion of the administration as part of the day-to-day work of the operation of the District.

Purpose: Ad hoc committees created by the Board shall generally be deliberative and advisory in nature. Therefore, unless acting with authority that has been expressly and unambiguously delegated to the committee by applicable law or by the Board, ad hoc committees shall have no power to take official action in place of the Board or to otherwise commit the Board or District to any specific course of action or expenditure of funds.

Membership: Members of an ad hoc committee will be appointed by the Board by a standard majority vote, except where a different process is expressly established by law, by Board policy, or by a Board decision at the time the Board creates the committee. Prior to making appointments, the Board may request nominees from one or more sources. The Board retains discretion to add, remove, or change appointees to any ad hoc committee at any time. The Board similarly retains discretion to either fill or not fill any vacancy on an ad hoc committee. Unless expressly appointed to a date-bound term of office that expires prior to the committee being dissolved, appointees to an ad hoc committee will normally serve until the committee is dissolved.

Dissolution: An ad hoc committee is dissolved upon the earlier of (1) reaching any dissolution date established by the Board; (2) the completion of the committee's assigned task(s) and the delivery of any final report or recommendation to the Board; or (3) any decision of the Board that otherwise dissolves the committee.

Quorum: A quorum of an ad hoc committee shall consist of a majority of the appointed members of the committee. In the event a meeting is called but no quorum is reached, those members who are in attendance may gather information about and discuss matters related to the intended subject(s) of the meeting, but no motions shall be made and no votes or other official action shall be taken.

Chairperson: A chairperson for each ad hoc committee will normally be expressly designated in the committee appointment process. However, if no chairperson has been designated, the committee shall select its own chairperson at its first meeting. Except as otherwise specified by the Board in connection with a specific committee, the chairperson of an ad hoc committee shall have the same duties and responsibilities as the chairperson of a Board standing committee.

Notice: Notice of ad hoc committee meetings shall be issued in accordance with state law requirements and any applicable Board policy. When appropriate, such notice shall include a statement to reflect that a quorum of the Board may be present at the committee meeting, that such committee meeting may, therefore, also constitute a meeting of the Board for purposes of the Open Meetings Law, but that the Board will take no action as a governmental body at such committee meeting.

Legal References:

Wisconsin Statutes:

Section 19.83 [public meetings]

Section 19.84 [public notice of meetings]

Section 19.85 [exemptions to open meetings]

Section 19.89 [exclusion of board members from meetings]

WASB Reference: SP2, 3/3/2016