

## **Standing Committees of the School Board Policy 185**

**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. General Services Committee
5. Human Resources Committee
6. 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]

**Cross References:**

Former Policy GP-4.

**Adoption Date:** July 18, 2018

## **Responsibilities of Committee Chairpersons 185-Rule**

Except as otherwise expressly specified by the School Board with respect to a specific committee, the appointed chairperson of a standing or ad hoc committee that has been created by the Board (or the alternate chairperson in the chairperson's absence) shall:

1. With notice to other committee members, schedule any committee meetings that are in addition to those that are scheduled by a decision of the committee itself;
2. Plan meeting agendas with input from the committee itself;
3. Ensure that committee meetings are sufficiently noticed in compliance with the Open Meetings Law;
4. Act as the presiding officer of the committee's meetings;
5. Ensure that minutes or notes of each committee meeting are kept; and
6. On behalf of the committee, request that certain subjects be included on a Board meeting agenda in order for the committee to present reports and/or make specific recommendations to the Board. Such requests shall be processed according to established procedures for determining meeting agendas.

**Adoption Date:** July 18, 2018

## **Ad Hoc Committees Created by the Board Policy 186**

**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]

**Adoption Date:** July 18, 2018