



SD 42 POLICY: 2320

BOARD COMMITTEES & TRUSTEE REPRESENTATION

PHILOSOPHY

Generally, committees appointed by the Board of Education (“Board”) shall be fact finding, deliberative and advisory rather than legislative or administrative. Such committees shall report and make their recommendations only to the Board.

Trustees will be expected to report to the Board at either Closed or Public Board meetings on major topics discussed.

1. BOARD COMMITTEE OF THE WHOLE

The Board will have two (2) standing Board Committees of the Whole, (“COTW”) although the Board may appoint standing District committees that include Trustees as members. The Board has established the Board Budget and Finance Committees of the Whole as its standing committees. The terms of references are as follows:

(a) Purpose

To receive background information on a particular topic(s).

(b) Powers and Duties

To review the information presented

To gather additional information through questioning and discussion

To request supplementary information

To refer the matter to a regular meeting of the Board, if desirable

(c) Membership

All Trustees.

Superintendent, Secretary Treasurer and designate(s).

(d) Meetings

As required, at the call of the Board Chairperson.

(e) Reporting Out

The COTW will only report out to the Board.

Any necessary Board committees will be ad hoc committees established for specific purposes, and a specific length of time. When the Board establishes an ad hoc committee, it shall determine its membership, (comprised solely of Trustees) terms of reference and reporting our date at the formation of the committee. An ad hoc committee may be a Committee of the Whole Board, if approved as such. All committees of the Board, unless otherwise directed, shall prepare and submit minutes or a report to the Board. It is expected that reports will be included in the appropriate Agenda package.

2. AD HOC COMMITTEES

All committees of the Board, unless otherwise directed, shall prepare and submit minutes or a report to the Board. It is expected that reports will be included in the appropriate Agenda package.

3. TRUSTEE REPRESENTATION ON OTHER COMMITTEES AND BODIES

The presence of a Trustee(s) on a staff committee, a non-Board appointed District committee or a non-school District body, may be requested, expected or otherwise considered to be in the best interests of the Board of Education. Prior to appointments, the Chairperson will consult with each Trustee regarding committee appointments. The Board Chairperson shall appoint Trustees to existing committees or bodies as soon as possible following the inaugural meeting of the Board and each December following the inaugural meeting and advise the Board of such appointments at the first meeting subsequently. The need for appointments arising subsequent to the inaugural meeting shall also be met by the Board Chairperson with advice to the Board.

4. ROLE OF TRUSTEES & CONDUCT OF BUSINESS

4.1 Board Committees (COTW and Ad Hoc)

Although by nature, committees provide a forum for deliberation that is less formal than Board meetings permitting more latitude in discussion, it is expected that meetings will be conducted in accordance with *Robert's Rules of Order*. Only Trustees may vote. Minutes will be kept of the committee deliberations and administrative resource persons will participate as required. The Superintendent/Secretary Treasurer may assign a chief resource person to the committee. Any research and correspondence necessary for the work of the Board committee will be conducted by the resource person on direction of the committee.

4.2 Board Appointed District Committees

(Membership including Trustees, staff and/or others)

- (i) The Chairperson will always be a Trustee.
- (ii) The committee will report to the Board on its activities and outcomes (recommendations, etc.) through its Chairperson.
- (iii) Unless appointed by name to the committee by Board resolution, and given the right to vote, staff and others will act as resource persons.

- (iv) The Board Chairperson will be an ex-officio member of all committees, with full voting privileges.
- (v) The committee will function in a formal manner under *Robert's Rules of Order* – permitting the kind of free flowing discussion anticipated for committee work.
- (vi) The committee will appoint a recorder who shall keep minutes of the committee's deliberations and conduct any correspondence as directed by the committee.
- (vii) Decisions of these committees will always be in the form of recommendations to the Board.
- (viii) All Trustees will vote as they see fit when recommendations are dealt with by the Board.

4.3 Trustee Representation on Other Committees and Bodies

(a) Staff Committees

Trustees appointed as above. Staff members will be appointed by the Superintendent, Secretary Treasurer or other member of Management, if delegated, unless there is a specific position designated in procedures or an action by the Board.

- (i) Committee always chaired by a staff member.
- (ii) Meetings may be formal or informal. Variations might include:
 - Voting (majority decision);
 - Consensus (all agree);
 - Chair (staff member) makes all decisions subject to whatever higher authority governs.
- (iii) Trustees will act purely as observers and advisors, always reserving the right (and obligation) to speak and vote freely when matters arising from the committee are taken to the Board. A Trustee's commitment is, first and foremost, to the Board.
- (iv) Decisions of the committee must always be made within the authority given (specific) or delegated (general) by the Board. All actions require prior Board approval if outside the committee's mandate.
- (v) The committee Chairperson or staff member having responsibility makes reports to the Board through the established senior management structure.
- (vi) The committee Chairperson (staff):
 - Clarifies Terms of Reference;
 - Ensures notification of meetings are sent and appropriate notes are kept;
 - Provides all representatives with sufficient information to enable them to function as expected in their capacity as members of the committee;
 - When there is voting or consensus, minutes must be kept and circulated to all members.

(b) Other Committees & Bodies

Trustees appointed to other non-Board committees and, non-School District committees/bodies may or may not participate as voting members, depending upon the nature and purpose of their involvement. Trustees should be cautious not to put themselves into a conflict situation. Their more common role will be as resource or liaison persons. Regardless of the nature of Trustees' participation, they do not have the authority to act on behalf of, or commit the Board.

(c) Resource Personnel

The Superintendent and Secretary Treasurer may appoint resource personnel to work with committees, and shall determine the roles, responsibilities, and reporting requirements of the resource personnel.

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