



## 213.1PR SCHOOL BOARD COMMITTEE PROCEDURES

### I. ~~ESTABLISHING COMMITTEE MEMBERSHIP~~~~ESTABLISHING COMMITTEES,~~ ~~AND ASSIGNING MEMBERS~~

- A. Each school board committee shall consist of two or three school board members, the superintendent, and/or administrators as designated by the superintendent.
- B. During the organizational meeting, the board's chair will facilitate a discussion of committee and liaison assignments to ensure alignment with each board member's interests, experience, and time availability.
- C. A list of the board's standing committees shall be available on the district website and shall include:
  - 1. The names of the board members serving on each committee, including the board member serving as committee chair;
  - 2. The committee's mission statement; and
  - 3. The dates and times of upcoming committee meetings.

~~In odd numbered years, the school board shall establish each standing committee, the number of members, the term, and the mission of each such committee during the organizational meeting. In even numbered years, the board will have a committee check in discussion during the organizational meeting.¶¶~~

~~To ensure all board members are prepared to establish standing committees at the organizational meeting, the chair shall add "standing committee recommendations" as a discussion topic to the board's calendar for the December work session in even numbered years.¶¶~~

~~The school board may establish an ad hoc committee, during a work session by general agreement, when it is determined that a committee process facilitates the mission of the school board.~~

~~The school board chair shall appoint the members and designate a chair for each committee.¶¶~~

~~The school district website shall be updated in January of odd numbered years or at other times as directed by the school board to include the name, members, and mission of each standing committee of the school board.~~

### II. ~~COMMITTEE OPERATIONS & MEETINGS~~~~OPERATION OF COMMITTEES~~

- A. Committees shall establish a meeting schedule and meet as often as necessary to accomplish their work, but only when there is substantive business to be conducted;
- B. Each committee meeting will follow an agenda that is created by the committee's chair or designee;
- C. Meetings are open to the public and at least one printed copy of the committee's meeting agenda including attachments must be available for public review during the meeting;
- D. During meetings the committee's chair shall document discussions and recommendations;
- E. After the meeting, the committee chair shall create a written summary of the meeting and include all committee recommendations for board consideration;
- F. To ensure that committee meeting summaries are attached to the preliminary agenda in BoardBook for each regular meeting, the committee's chair must submit the summary and all attachments to the district's administrative assistant by email no later than 12:00 pm six (6) days before the scheduled regular meeting;
- G. During regular board meetings, the chair of each committee shall provide a verbal summary of the committee's meeting, including any committee recommendations;
- H. Committees shall not create subcommittees without board direction;
- I. Committees do not have decision making authority, they serve as an advisory to the board and are limited to making recommendations for the full school board to consider.
- J. ~~All meetings of committees shall be open to the public in compliance with the Open Meeting Law, and meeting notice shall be given as prescribed by law.¶¶~~
- K. ~~A committee shall focus on its mission, as established by the school board. The committee may not create subcommittees without board direction.¶¶~~
- L. ~~Each committee shall make recommendations for the school board's consideration.¶¶~~
- M. ~~The committee shall designate a chair who will record the minutes of actions of the school board committee.¶¶~~
- N. ~~The power of a committee of the school board is advisory only and is limited to making recommendations to the school board.¶¶~~
- O. ~~A committee of the school board shall, when appropriate, clarify in any dealings with the public and the board that its powers are only advisory to the school board.~~

*Reviewed: 06.11.202601.13.2025*