

POLICY

PEQUANNOCK TOWNSHIP
BOARD OF EDUCATION

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0155 – BOARD COMMITTEES

COMMITTEE OF THE WHOLE/BOARD COMMITTEES

Purpose

In order to involve all board members in the presentation, discussion, and deliberations on all issues presented to the Board for consideration, the Board shall operate as a committee of the whole at all Work Session Meetings. Such meetings shall be held in public and advertised in accordance with the Open Public Meetings Act (N.J.S.A. 10:4-6) and will include time for public comment.

Standing Committees

While the Board shall operate as a committee of the whole at all Work Session Meetings, the Board of Education authorizes the creation of standing committees of Board members to conduct studies, make recommendations to the Board, and act in an advisory capacity, enabling Board members to delve into governing matters in greater detail than is possible at the Work Session Meetings. Committees are not authorized to take action on behalf of the Board.

Committee meetings may be called on an as-needed basis to allow for members to delve into governing matters in greater detail than is possible at the Work Session Meetings. Committee meetings may be called at any time by the committee chairperson or when a meeting is requested by a majority of the members of the committee. Any discussions at committee meetings shall not replace discussions at the Work Session Meetings; all matters discussed at committee meetings shall be referred to the next Work Session Meeting to allow all members an equitable opportunity to discuss the governing matter.

The President shall appoint Board members to serve a one-year term on the following Board standing committees:

- Personnel, Management, and Community Relations
- Curriculum, Instruction, and Special Services
- Finance, Facilities, and Athletics
- Negotiations
- Policy

Committees shall consist of no more than four Board members, one of whom shall be the President, who shall serve as ex officio member on all Board committees. In the event that

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the President is absent, a designee shall be appointed to serve as his/her replacement on the committee. The Superintendent, or Superintendent's designees, shall serve as liaisons to each committee, when appropriate. No committee shall meet if such meetings will result in the existence of a quorum of Board members.

It shall be the responsibility of such committees to make appropriate and effective use of professional expertise and resources within and outside the district. Committee meetings shall not be open to the public, except that these committees may actively seek input by inviting participation of parents/guardians, staff, community and pupils, as well as other local public board and agencies.

Chairperson

A chairperson for each committee shall be appointed by the President, with the advice and consent of the majority of the Board members present and voting. The committee chairperson shall serve as the Board's specialist for his/her appointed area.

When a committee meeting is deemed necessary, the duties of the chairperson shall be to:

- Call for the committee meeting
- Communicate with all attendees to discern a mutually convenient time/location, including the administrative liaison(s)
- Notify all attendees of the time and location, including the administrative liaison(s)
- Draft the agenda, after seeking input from the designated administrative liaison(s)
- Conduct the meeting
- Draft written minutes of the meeting
- Disseminate the minutes electronically to the full Board, in advance of the next Work Session Meeting

At Work Sessions Meetings, the duties of a committee chairperson shall be to:

- Report on committee meetings to the full Board
- Represent the committee and serve as a specialist at Work Session Meeting
- Communicate with the Board President and Superintendent to ensure that items of importance to the committee are placed on the Work Session Meeting Agenda and that action items are placed on the Business Meeting Agenda for vote.

Ad Hoc Committees

Additional ad hoc committees may be created by the majority of the Board members present and voting. A chairperson for each committee shall be appointed by the President, with the advice and consent of the majority of the Board members present and voting. The President shall appoint members to any committee so created; members shall serve until the committee

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is discharged or the Board Reorganizational Meeting. An Ad Hoc Committee shall consist of no more than four Board members.

Board Liaisons

The President may appoint members to serve as a liaison between the Board and an organization, with the advice and consent of the majority of the Board members present and voting. The Board Liaison shall adhere to the Code of Ethics for Board members in Bylaw 0142 and Board Member Authority in Bylaw 0146.

The role of a Board liaison shall be to:

- Attend appropriate meetings of the organization, upon written invitation;
- Listen for concerns, issues, or questions that may warrant discussion by Board;
- Summarize meeting discussions for the Board during Work Session Meetings, as appropriate;
- Serve as the liaison between the Board and the organization on Board matters where input from the organization is desired.

The purpose of the Board liaison is to facilitate regular communication between the district and the organization. However, the organization's leaders and members must still follow the chain of command when it comes to specific issues of concern in the district relevant to the organization's mission. The Superintendent remains the organization's primary point of contact for information.

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