

RESPONSIBILITIES OF COMMITTEE CHAIRPERSONS

Waunakee Community School District

185-Board
Rule 1

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Except as otherwise expressly specified by the Board of Education 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 assistance from the committee's administrative liaison and 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 the minutes of each committee meeting are taken, approved, and filed;
6. Ensure that the official records of the committee are appropriately transferred to the District Office for retention or are otherwise being appropriately retained by an authorized agent (e.g., District legal counsel, if applicable); and
7. 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/Revision Dates:

May 2020

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