

## Eden Prairie School Board Committee Business Process

### **Board Request to Committee**

In the course of its work, the Board may make a specific request of a committee to “help (the Board) do its job” (GP 4.7). The committee chair clarifies the request with the Board, agreeing on the expected deliverable and the timeframe in which it is to be completed.

### **Committee Action**

Based on the complexity of the Board request, the committee drafts a time bound plan for completion of the request. This may or may not take the form of a yearly plan.

The committee chair coordinates a meeting time with the committee members and asks the Executive Assistant to book a meeting room and send an invitation to committee members. Committee meetings are posted and open to the public.

The committee chair creates and sends a meeting agenda to the committee members at least one day prior to the meeting. The committee meets as scheduled to approve the committee meeting agenda and collaboratively work on the Board request. Meeting minutes, and any supporting documents, are sent by the committee chair to the committee members to approve. Approved documents are sent to the Board Chair and the Executive Assistant at least one day prior to the agenda prep meeting for an upcoming Board Business Meeting or Workshop.

### **Acceptance of Committee Meeting Minutes, Committee Updates, Request for Board Action**

During the Board Business Meeting, the **Board votes** whether or not to accept the committee meeting minutes. The committee chair, or member, **updates** the Board on the committee’s recent work. The Board may accept the committee’s work as complete, request further refinement, or withdraw its request for committee action.

If the committee needs further clarification of a Board’s request, or if the committee needs Board approval prior to moving forward with completion of the deliverable, the committee requests **Board Action**. The Board may take immediate action as requested or add the action to the Board Work Plan slate.