

213 GOVERNING BOARD COMMITTEES

[Note: Many governing boards utilize either standing or ad hoc committees, or both. On the other hand, some governing boards avoid the use of committees for the most part because of the danger of fragmentation of the governance process. The objective of this policy is to provide a framework for those governing boards which elect to utilize committees or subcommittees. Further, this policy is designed to apply only to committees or subcommittees made up of elected governing board members. Other considerations will apply to committees established by the governing board involving members of the public, employees, students, parents, etc.]

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the governing board.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the governing board to designate governing board committees or subcommittees when it is determined that a committee process facilitates the mission of the governing board.
- B. The governing board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the governing board and the education district.
- C. A governing board committee or subcommittee will be formed by governing board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the governing board.
- E. The governing board will receive reports or recommendations from a committee or subcommittee for consideration. The governing board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The governing board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The governing board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.

- H. A committee of the governing board shall not appoint a subcommittee of that committee without approval of the governing board.

III. APPOINTMENT OF COMMITTEES

- A. The governing board hereby recognizes the following committees:

- *1. Audit. *Not active as of 1/25/2011
- *2. Policy. *Not active as of 1/25/2011
- *3. Building and Grounds. *Not active as of 1/25/2011
- 4. Negotiations Committee(s) for various employee groups.

[Note: Each education district should determine which, if any, standing committees the governing board wishes to establish.]

- B. The governing board will establish, by resolution, for each standing or ad hoc committee the number of members, the term and the charge or mission of each such committee. Board action 1/25/11 to authorize a total of three (3) board members per active committee.
- C. The governing board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.

IV. PROCEDURES FOR GOVERNING BOARD COMMITTEES

- A. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the governing board.
- C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the governing board.
- D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the governing board committee.
- E. The power of a committee or subcommittee of the governing board is advisory only and is limited to making recommendations to the governing board.
- F. A committee or subcommittee of the governing board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the governing board.

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)

Cross References: MSBA/MASA Model Policy 201 (Legal Status of the Governing board)
MSBA/MASA Model Policy 203 (Operation of the Governing board –
Governing Rules)
MSBA Service Manual, Chapter 13, School Law Bulletin “C”
(Minnesota’s Open Meeting Law)