

## STANDING COMMITTEE OPERATING PROCEDURES

- A. Committee chairs will act in good faith to schedule meetings which can be attended by the full committee and relevant staff at regular intervals.
- B. The chair of a standing committee, in collaboration with the Superintendent or their designee, will establish the agenda for each meeting to promote the orderly flow of information and the effective operations of the Board and its standing committees.
- C. Notice to the public of the date, time and place of a standing committee meeting and the agenda for the meeting shall be provided at least three days in advance and in a manner consistent with the Board's policy and practice concerning notification of Board meetings.
- D. The Superintendent may designate administrators or staff to serve in a liaison or advisory capacity and/or to provide information and/or resources.
- E. Any member of the Board, staff or public may attend a standing committee meeting. Any Board member in attendance, that is not a standing committee member, is attending as a member of the public. A public comment period may be permitted at the discretion of the chair.
- F. The presence of a majority of the members of a standing committee shall constitute a quorum for voting purposes. Only the members of the standing committee may vote on agenda items.
- G. In the event that the chair of a standing committee is unavailable for a scheduled committee meeting, the members of the standing committee will elect one of the members in attendance to act as chair for the duration of the meeting.
- H. For any matter on its agenda, a standing committee may by majority vote of members present, or by consensus, agree to make recommendations to the full Board. Recommendations may be in the form of a proposed motion and/or a report. A standing committee may also forward a matter under discussion to the full Board with no recommendation.
- I. Standing committee reports will be included as an agenda item for the first scheduled regular Board meeting each month.
- J. Any item referred to a standing committee by the Board shall be reported on at the next regular Board meeting. The standing committee's report should indicate work completed or progress made to date. The report may include the recommendation for continued standing committee study.
- K. Standing committee minutes should be prepared and publicly available within two weeks of the committee meeting. Standing committee minutes are public information and subject to the Freedom of Access Law.

Legal Reference: 1 M.R.S.A. § 401 et seq.

Cross Reference: BEDH – Public Comment at School Board Meetings

Adopted: December 4, 2025