

Policy Board Committee

No. 185
(A) 10-17-13

Committee Agenda:

Any committee member may have items placed on a future committee agenda by suggesting the item at any meeting of the committee. An agenda item titled "Future Agenda Items" will be on all committee meeting agendas to insure that a convenient opportunity for suggesting future topics will be available. No discussion of the item may occur until the item is properly noticed and included on a meeting agenda.

Items shall be placed on committee agendas when directed by the board, subsequent to a majority vote of the board members present and voting at a regular or special board meeting.

The administrator assigned to a committee, in consultation with the committee chair, may place items on the agenda. The committee, through the chairperson, retains the right to limit this authority; however, considerable flexibility should be allowed for the administrator to place items on the agenda. The administrator shall ensure collection and timely distribution of supporting material, and proper posting of agendas.

The committee chair may add or remove items from the committee agenda, so long as any changes may be properly noticed, for reasons of efficiency and good order or in cases where the time between a situation arising and the next board meeting is too short for adding the item in the normal manner. The committee chair may not remove items placed on the agenda through the future agenda process noted above, placed on the agenda by board vote, or as required by law.

Committee Responsibilities and Authority:

The purpose of each board committee is to act as an information gathering and oversight tool for the board within the parameters establishing each committee in the by-laws or in the case of adhoc committees, the purpose for which it is formed.

Committees are not empowered to make decisions in place of the board.

Committees will ensure that board guidelines and policy are followed in their area of responsibility.

Committees will make recommendations to the board regarding agenda items that require a vote by the board.

Committees will make periodic reports to the board to keep fellow board members informed of status of committee activities.

Committees will take action as a group by majority vote.

Committees should provide input to and receive input from the administration during the development of recommendations to the board.

Committees may require reports from the administration.