



Book	Policy Manual
Section	000 Local Board Procedures
Title	Board Standing Committees
Code	005.1
Status	Active
Adopted	February 28, 2019

I. Authority

- A. Board Standing Committees are established to perform a continuing function and to facilitate the Board's decision-making.
- B. Standing Committees operate at the will and direction of the full Board.
- C. The Board President may appoint or remove any Committee Chairperson at the Board's annual organization meeting.
- D. The Board may appoint or remove members of a Standing Committee, as recommended by the Committee Chair, at any Board meeting based on a majority vote of the Board.
- E. Each Standing Committee, during the first quarter of the New Year, will review the function statement from 005-BOG-2 that it is responsible to perform.
- F. Any suggested change to the Committee function statement will be suggested at the next Board meeting.
- G. Standing Committees may seek input and participation from administrators, District staff, members of the community, and consultants.

II. Operating Procedures For Committee Meetings

- A. Each Standing Committee will meet at the call of the Chairperson and at the designated time and place.
 - 1. Additional meetings may be scheduled as needed.
- B. Public notice of the date, time and place of a Standing Committee meeting will be provided at least three (3) days in advance, and advertised on District listserv, or other District-wide electronic media.[1][2][3]
- C. The Chairperson, in collaboration with the Committee, Superintendent, and Board, will establish the agenda for each meeting.

1. Chairpersons should strive to provide the meeting agenda and minutes of the previous meeting to the Committee at least five (5) business days prior to the scheduled committee meeting date, in order to give sufficient time to have these communications placed on listserv or other District-wide electronic media.
- D. The current meeting agenda and the minutes of the previous meeting shall be distributed and reviewed by the Committee, prior to distribution on listserv.
- E. The meeting agenda along with the minutes of the previous meeting will be distributed via listserv or other electronic communication at least three (3) business days in advance of the meeting.
- F. The Board President and the Superintendent should be copied on all communications from the Committee Chairperson to the Committee members.
- G. If the Chairperson of a Standing Committee is unavailable for a scheduled Committee meeting, the members of the Committee may elect one (1) of the Committee members in attendance to serve as Chairperson for that meeting.
- H. The Superintendent may recommend administrators or District staff to serve in a liaison or advisory capacity and/or to provide information and resources.
- I. Any Board member, District employee, or member of the public may attend a meeting of the Standing Committee and comment on matters being discussed.[3][4]
- J. For any issue on its agenda, a Standing Committee may agree to make recommendations to the full Board, by a majority vote or consensus of its Committee members present.
- K. Recommendations of the Standing Committee may be presented to the Board as a proposed motion or report, or referred to the full Board for discussion with no recommendation.
- L. Committee Chairs shall advise the Board President and the Superintendent, in advance, of any Committee recommendations for consideration by the full Board.
- M. Reports from the Chairpersons of Standing Committees will be included as an agenda item for all regular Board meetings.[3]
- N. Any issue referred by the Board to a Standing Committee will be reported on at the next regular Board meeting, indicating work completed; progress to date; or recommendation for continued study by the Committee.
- O. Minutes of Standing Committee meetings are public information, subject to law and Board policy.[3]
 1. The minutes are the responsibility of the Committee Chair and should contain:[3][5].
 - a. The date, place and time of the Committee meeting;
 - b. The names of Committee and staff members present, and other individuals who attend the meeting;
 - c. A list of topics discussed;
 - d. Committee recommendations or actions taken on those topics;

- e. Recorded votes and a record by individual members if a roll call vote is taken; and
- f. The names of all citizens who appeared officially and the subject of their comments.

Legal

- 1. 65 Pa. C.S.A. 703
- 2. 65 Pa. C.S.A. 709
- 3. Pol. 006
- 4. Pol. 903
- 5. 65 Pa. C.S.A. 706
- Pol. 005