



Book	POLICY MANUAL
Section	100 SCHOOL BOARD OPERATIONS
Title	SCHOOL BOARD COMMITTEES
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The School Board believes committees can be useful in the decision-making process. By using a School Board committee structure, the School Board is able to conduct its business in an efficient and effective manner and study issues facing the District more in depth. The committee structure is designed to assist the School Board in the conducting of School Board business. On an annual basis, School Board members will review, recommend, and approve committees. This does not preclude the School Board from authorizing additional committees throughout the year as needed.

Other School Board members may attend the meetings of committees they are not appointed to by the School Board president. They will discuss items or cast their vote at the regular or special meetings on committee recommendations.

The School Board president or the School Board may appoint special committees of the School Board to deal with a single topic, concern or need. Additional School Board committees which may meet for a specific purpose are those which exist as defined in the Wisconsin State Statutes.

### **Standing Committees**

Standing committees shall perform functions and duties as determined by the School Board. Unless the School Board gives contrary direction, committees may also take up issues within the general scope of their charge on their own initiative or upon referral by the Superintendent or his/her administrative-level designee. The School Board's standing committees shall generally be deliberative and advisory in nature. Therefore, unless acting with authority that has been expressly and unambiguously delegated to the committee by a School Board decision, committees shall have no power to take official action in place of the School Board or to otherwise commit the School Board or District to any specific course of action or expenditure of funds.

In the event of any uncertainty surrounding a committee's scope of responsibility, and to avoid unnecessary duplication of effort, the School Board retains discretion to make final determinations as to the most appropriate committee, if any, to address specific issues.

The quorum of each standing committee shall be defined as a majority of the full membership of the committee. The members of each standing committee shall be appointed annually by the School Board President. The appointments shall normally occur within 30 days of the annual election of School Board officers. The School Board members appointed to the various committees shall serve until the next annual appointments are made, assuming no vacancies occur and assuming no intervening action by the School Board to modify committee structures or committee membership.

Public notice shall be given for all committee meetings in accordance with state law and established District procedures.

### **Citizens' Advisory Committees**

The School Board shall adopt whatever citizens' advisory committee structure and organization it deems appropriate. The School Board encourages the Administration to call upon community citizens for advice and expert assistance in promoting more effective and efficient operations of the district. Whenever committees are appointed, the purpose, tasks, purview, and term shall be specific and a process developed for regular communication with the School Board and/or Administrator. At the time of appointment, specific arrangements will be made for necessary liaison, communication, and resource services.

## **Work Sessions**

The School Board shall convene work sessions to give closer study to specific issues and policies under discussion and consideration in the District. School Board member attendance is expected at work sessions.

In work sessions, the administration shall present agenda items and recommended action for discussion. The administrative recommendations shall be discussed in the work session, but acted upon only at a subsequent School Board meeting unless the official public notice for the work session expressly identifies particular items of business as items upon which action may be taken by the School Board at the work session. The administration and the School Board will make efforts to minimize the extent to which action items appear as part of the agenda and notice for a School Board meeting that is identified primarily as a work session.

Public notice shall be given for all School Board work session meetings in accordance with state law and established District procedures.

## Legal

[Section 19.82 \[definitions under the open meetings law\]](#)

[Section 19.84 \[public notice of meetings\]](#)

[Section 19.85 \[exemptions to open meetings\]](#)

[Section 19.89 \[exclusion of school board members from meetings\]](#)