

## **Board Committees**

### **Board Appointed Committees** (Subject to Open Meetings Law)

Whenever the Board deems it necessary, the Board may appoint a committee composed of residents, employees, and/or students to assist the Board. Committees formed by the Board are ad hoc committees. The principles of good Board procedure indicate that the use of standing committees is not desirable inasmuch as standing committees set up by any type of Board tend to make decisions that are properly made by the entire Board and to assume administrative responsibility that should properly be delegated to the appropriate administrators. Therefore, there shall be no Board standing committees.

The Board of Directors may appoint ad hoc committees in accordance with applicable state statutes and the following guidelines:

All Board appointed committees shall be advisory in nature to the Board and administration and will have no duty or responsibility other than those specifically stated by the Board.

The duties and responsibilities of all Board appointed committees shall be determined by the Board and applicable state statutes.

The primary function of an ad hoc committee is to give specific advice and recommendations. The advice and recommendations should focus on the purpose and duties established and approved by the Board.

All Board appointed ad hoc committees must comply with applicable open meetings statutes and regulations; and are required to publish their minutes.

Membership of Board appointed committees will be approved by the Board and may be restructured at the Board's discretion. Preference for vacancies on Board appointed committees is given to District residents. In placing members who represent key partners, all reasonable effort should be made to have those representatives also be District residents. Non-District residents may be appointed to committees if they represent the District or key District partners. The committee will select its own chairperson, unless the Board designates otherwise.

The committee may be responsible for preparing and submitting to the Board a report and any preliminary reports consistent with the committee's purpose. The report shall contain the findings of the committee and, when appropriate, shall include recommendations for the Board's consideration.

The Board retains the authority to make a final decision on the issues.

Board members will not serve on Board appointed committees so as to not unduly influence the discussions surrounding the primary function of the committee.

Unless otherwise prescribed, the advisory committee shall be disbanded in accordance to the needs of the committee and Board approval.

Board appointed committees, which are subject to the Open Meetings Law, include, but are not limited to, the School Improvement Advisory Committee, Audit Committee, Facility Master Plan Oversight Committee, Technology Oversight Committee, and the Instructional Materials Reconsideration Committee.

Committee Work Outside of the School District (non-Board appointed)

As a representative of the Board of Education, Board members may occasionally serve as liaisons to committees or organizations outside of the School District for the purpose of reciprocal communication. The President, with Board consensus, will appoint these liaisons.

To set the stage for efficient Board and committee work:

- Every Board member may have the opportunity to serve on at least one committee outside of the School District, but preferably no more than two committees.
- Committee assignments may be made according to the background, expertise and schedule of each member.
- Committee appointments may be reviewed annually.

Code of Iowa: §§ 21; 279.8; 280.12(2)  
281 I.A.C. 12.3(3), .3(8); .5(8)  
O.A.G., Nov. 18, 1993

Cross Reference: Procedure 204.4a  
Regulation 1002.1

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