

M.S.A.D. #12
BOARD STANDING COMMITTEES

The Board believes that standing committees can be useful to its decision-making process and in the transaction of Board business. The Board may establish such standing committees as it deems necessary to facilitate school unit governance and address ongoing school unit needs. A standing committee has only such authority as specified by the Board.

All standing committees shall be comprised of less than a majority of the Board.

All standing committee meetings are open to the public except as provided by the Freedom of Access Law and the Municipal Public Employees Labor Relations Law.

Establishment and Functions of Standing Committees

The following provisions apply to the establishment and functions of standing committees:

- A. The Board Chair will appoint members to a standing committee from among the membership of the Board. For existing standing committees, appointments will be made at or as soon as practicable after the School Board's annual organizational meeting.
- B. The Board Chair may also make appointments to standing committee vacancies on standing committees that occur prior to the Board's next organizational meeting.
- C. The term of appointment to a standing committee shall be until the next organizational meeting.
- D. Each standing committee will elect its own chair.
- E. The Board Chair and Superintendent shall be ex officio (non-voting) members of all standing committees.
- F. Any Board member may attend standing committee meetings, but only appointed members of the committee may vote.
- G. Except as authorized by law or Board action, a standing committee may research issues and make recommendations for Board action, but may not act for the Board.
- H. A standing committee may be abolished at any time by a vote of the Board.

- I. The number of members on a standing committee and/or the responsibilities of a standing committee may be modified at any time by a vote of the Board.

Authorization/Appointment of Standing Committees

The Board shall have the following standing committees:

Athletics/Student Activities	Curriculum and Instruction
Grievance and Personnel	Finance and Budget
Policy and By-Laws	Negotiations
Facilities, Maintenance and Transportation	

The Board may establish other standing committees it deems necessary in accordance with this policy.

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

Adopted: August 17, 2004

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STANDING COMMITTEE OPERATING PROCEDURES

- A. Each standing committee shall meet at the call of its chair at a time and place to be designated in the call of the meeting. Standing committee meetings shall be scheduled as needed.
- B. The chair of a standing committee, in collaboration with the Superintendent/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, but may speak only 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 all regular Board meetings.
- 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, if prepared, are public information, subject to the Freedom of Access Law.

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

Adopted: August 17, 2004