

BOARD COMMITTEES

Ad hoc committees may be established from time to time to serve a specific purpose determined by the School Board. Except where a different process is expressly established by applicable legal authority, Board policy, or by the Board itself at the time the ad hoc committee is created, members of an ad hoc committee shall be appointed by standard majority vote following nomination by the Board President. Prior to making the nomination, the Board President shall first consult with the District Administrator. An ad hoc committee may include, exclude, or consist entirely of individuals who are not Board members. Vacancies on an ad hoc committee may be filled at the discretion of the Board. Unless otherwise defined by the Board, a quorum of an ad hoc committee shall consist of a majority of the full membership of the committee. The committees shall be dissolved upon completion of their assigned tasks or by order of the Board.

In the event that the chair of an ad hoc committee is unable to attend a scheduled meeting, or perform other duties of the chair associated with a particular meeting, the chair may designate any other member of the committee to act as a temporary chair.

Each ad hoc committee appointed will receive a set of guidelines from the Board which:

1. List the specific charge to the committee and the services the Board wishes the committee to render;
2. Outline the responsibilities of committee members, including the length of time each member is to serve;
3. Include a clarification of the committee's limitations, any policies or procedures governing committee work, and the relationship of the committee to the Board;
4. List the staff and resources that will be available to or provided to the committee;
5. List an approximate timeline for progress reports and completion of tasks; and
6. List the procedures for communicating committee information to the Board and to the public.

The findings and recommendations of ad hoc committees shall be based upon appropriate research and data. Ad hoc committees shall have no power to take any action whatsoever on behalf of the Board, or to otherwise commit the Board or District to any course of action or expenditure of funds.

The ad hoc committee itself may schedule its meetings by standard majority vote, or by unanimous consent where there is no objection stated by any committee member who is present. In addition, the chair of an ad hoc committee may schedule and cause notice to be given to the members of additional committee meetings in circumstances where it is impractical to present a meeting schedule for consideration by the full committee.

It shall be the responsibility of the committee chair to plan the meeting agendas with assistance from the committee's administrator advisor, if any, and with the input of other committee members. The chair shall also be responsible for ensuring that the minutes and other official records of all committee meetings are recorded and maintained, and for working with the District Office staff to ensure that public notice is given for all meetings of the ad hoc committee in accordance with state law and Board policy.

LEGAL REFERENCES:

Wisconsin Statutes

- Section 19.83 [public meetings]
- Section 19.84 [public notice of meetings]
- Section 19.85 [exemptions to open meetings]
- Section 19.89 [exclusion of members from meetings]

CROSS REFERENCES

- 170 Board Meetings
- 171.1 Public Notification of Board Meetings and Meetings of Other Governmental Bodies of the School District
- 171.2 Agenda Preparation

ADOPTED: October 8, 1998

REVISED: January 12, 2017