

COMMITTEES

In order to use the time, effort and expertise of the members of the board effectively, the board shall operate under a committee system. Committees shall consist of no more than four members, one of whom shall be the board president who shall serve *ex officio* on all committees.

Standing Committees

The board may authorize the establishment of such standing committees from among its membership as it finds necessary to study operations in specific areas and to make recommendations for board action. The following rules will govern the appointment and function of such committees:

- A. The committee shall be established through action of the Board;
- B. The committee chairperson and members shall be appointed and removed by the board president in his or her sole discretion;
- C. The committee shall be provided with a list of its functions and duties. The committee function shall be deliberative and advisory, but not administrative, in order to assist the board in fulfilling its statutory responsibilities of policy making, planning, and appraisal in the areas under its jurisdiction and to provide a preview of the items for the monthly agenda;
- D. The committees shall not have administrative functions;
- E. The Superintendent will designate the staff members as her designee to the committees;
- F. The committee may make recommendations for board action and act in an advisory capacity, but has no authority to act on behalf of the Board. It may not act for the board;
- G. The board president and chief school administrator shall be ex officio members of all standing committees;
- H. All standing committees shall be dissolved at the end of the board's year--at the annual organizational meeting. They may be dissolved at any time by a motion of the board.
- I. The committee schedule shall be established by the chairperson in consultation with the Superintendent.
- J. The committees shall establish regularly scheduled meetings for the calendar year.
- K. In the event a board member cannot attend a scheduled meeting, a replacement, if needed, may be appointed for that meeting by the board president.
- L. Committee meetings shall not have an effective majority of the members of the board (quorum).
- M. Committee meetings shall not be videotaped.

- N. With the exception of the Personnel and Legal Committees, the committee meeting, in whole or in part, may be open to the public and may have public participation and/or other input, at the discretion of the chairperson of the individual committee; however, no matters involving confidential matters shall be open to the public.
- O. The Committee shall prepare and provide written reports for the Board caucus monthly meeting in order to inform the board of the matters presented before it.

The following standing committees shall be established:

- A. Instruction and Programs
- B. Finance
- C. Facilities
- D. Policy
- E. Special Education
- F. Legal
- G. Personnel
- H. Student Equity
- I. Community Communications/Media

Special Committees (Ad Hoc Committee)

Special committees may be created for special assignments. For all special committees, the President shall delineate a list of its functions along with a start and end date. The same rules shall apply to special committees as apply to standing committees, except that they shall be dissolved upon completion of their assignment.

Committee of the Whole

The board reserves the right to meet and work as a committee of the whole in informational, discussion, and exploratory sessions. No official action shall be taken at these meetings, unless so advertised.

Date: January 22, 2015

Legal References:

- N.J.S.A. 10:4-6 et seq. Open Public Meetings Act
- N.J.S.A. 18A:10-6 Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum
- N.J.S.A. 18A:11-1 General mandatory powers and duties
- N.J.S.A. 18A:12-21 et seq. School Ethics Act
- N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
- N.J.A.C. 6A:28-1.1 et seq. School Ethics Commission

School Ethics Commission, Advisory Opinion, A01-93

School Ethics Commission, Advisory Opinion, A10-93

School Ethics Commission, Advisory Opinion, A33-95

School Ethics Commission, Advisory Opinion, A02-00

School Ethics Commission, Advisory Opinion, A14-00

Possible

Cross References: *1220 Ad hoc advisory committees
 *9121 Election and duties of president
 9320 Meetings

*Indicates policy is included in the Critical Policy Reference Manual.

Cross References

Key Words

Committees, Board Committees