

Canby School District 86

Code: **BCE**
Adopted: 1/23/03
Readopted: 12/14/17
Orig. Code(s): BCE

Board Committees

The Board may appoint special or advisory committees for specific purposes to serve until an assignment is completed or when the purposes for which the committee was established ceases to exist. The entire Board may meet as a committee-of-the-whole.

The function of special or advisory committees shall be fact finding, deliberative and advisory, rather than legislative or administrative. Committee recommendations shall be made directly to the Board as a whole. Only the Board may take action. Committee meetings may be called by the Board chair, the committee chair or any member of the committee.

Committee-of-the-whole meetings, called “work sessions,” may be held. Committee-of-the-whole meetings may be called by the Board chair or any two Board members.

All meetings of special or advisory committees and of the committee-of-the-whole shall follow the Public Meetings Law. The Board or its committees may sit in an executive session to discuss matters when such sessions are required or permitted by law.

All matters referred to a committee shall be thoroughly investigated. A committee shall not have the power to act for the Board, except as the Board has specifically authorized an action, but shall make recommendations to the Board. Committee recommendations and reports shall become an official part of Board minutes.

The composition of advisory committees shall be broadly representative and shall take into consideration the specific tasks assigned to the committee. Appointment of community members to an advisory committee shall be made by the Board. Appointment of staff members, when appropriate, shall be made by the superintendent. Appointments to the committee shall be for a definite term and expiration dates shall be staggered to promote continuity, as appropriate.

The Board shall adopt guidelines for each committee as appropriate, which shall include, but not be limited to, the following:

1. The charge to the committee, setting forth the service the committee is to render and the extent and limitations of its responsibilities;
2. The resources the Board shall provide;
3. The length of time the committee shall serve and the approximate date(s) on which the Board wishes to receive committee report(s).

Advisory members shall be instructed in the committee's functions and status. These members may not be included in considering whether a quorum of the committee is present, nor vote on recommendations to be made to the Board; however, either an advisory member or an ex-officio member may present in writing a minority report to the Board.

END OF POLICY

Legal Reference(s):

[ORS 192.610 to -192.690](#)

[ORS 332.045](#)

[ORS 332.105](#)