



Code: **BCE**
Adopted: 1/04/07
Revised/Readopted: 5/13/10; 4/26/17
Orig. Code(s): BCE

Board Committees

Special temporary committees may be appointed by the board. The functions of such committees shall ordinarily be fact-finding, deliberative, and advisory, and their reports shall be made to the board for discussion and action. Any board member, the superintendent of schools or a designee of the superintendent may be ex-officio members of any committee. Special committees shall be discharged upon completion of their assignment.

The budget committee and advisory (standing) committees are not addressed in this policy.

Committee Direction

The board shall give clear directions to any committee it appoints. The board chair will give a succinct committee direction summary statement to the appointed committee, which shall be recorded in the official board minutes.

Committee Member Selection

The board shall determine a minimum and maximum number of members. The desire of the board to determine the composition of the committee with regard to representation from different district groups should be determined at the board meeting at the time the committee is established. All committees of the board will have a district administrator as a member of that committee to act as an advisor in their duties. Board representation on the committee is required, but shall not involve more than three members.

Committee Time Line

The board, at the time of creation, will establish a timeline for the newly created committee. No study committee shall continue functioning beyond 12 months from the date of creation without the board's reconfirmation at an official board meeting.

Parameters of the Committee

The board, at the meeting during which the committee is created, will establish guidelines appropriate for the newly created committee. Guidelines should speak to the ability of the committee to expend district funds, to use district staff time to assist in their performance and other appropriate limits.

Committee Officers

The committee will select a chair and recorder.

Meeting Schedule Announcement

Meetings of a committee shall follow Public Meeting Laws.

Meeting Minutes

Committees shall record minutes as per public meetings law with distribution to all board members and requesting members of the community.

Scope of Responsibility

The board's responsibility cannot be delegated or surrendered to others; therefore, all recommendations of an advisory committee must be submitted to the board for action.

END OF POLICY

Legal Reference(s):

[ORS 192.610 to -192.690](#)

[ORS 332.045](#)

[ORS 332.105](#)