

Willamette Education Service District

Code: **BCE**
Adopted: 7/8/03
Readopted: 3/8/05; 6/08/10

Board Committees

Special committees may be appointed by the Board for specific purposes to serve until their assignment is completed. Standing committees may be established by the Board for on going work. The entire Board may meet as a committee-of-the-whole. All committees are subject to Public Meetings Law.

Special Committees

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

Work Session

Committee-of-the-whole meetings, called “work sessions,” may be held. Committee-of-the-whole meetings may be called by the chairperson or by a quorum of the Board.

Standing Committees

Standing committees established by the Board will be filled following the full sitting of the Board for ongoing work (e.g., policy, financial).

All meetings of special committees, standing committees and of committees-of-the-whole will be publicly announced and the public will be permitted to attend. However, the Board and its committees may sit in executive sessions to discuss matters when such sessions are required or permitted by law.

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

A Board committee may appoint, subject to Board approval, advisory members from the staff, component school district staff and students, or from the ESD. Advisory members will be instructed in the committee’s functions and their status. These members may not be included in considering whether a quorum of the committee is present, nor may they vote on recommendations to be made to the Board. However, either an advisory member or an ex-officio member may present a written minority report to the Board.

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

1. The committee's written charge, which shall include, but not be limited to, a statement of purpose and responsibility;
2. The resources the Board will provide;
3. The length of time the committee is asked to serve and the approximate date(s) on which the Board wishes to receive committee report(s).

Committees shall exist only until their specific services have been completed and no later than the end of the fiscal year in which the appointment occurred.

Appointments of a member or members of the Board may be made to represent the ESD on committees created by other organizations, if the Board determines that such representation is legal, necessary, and/or desirable.

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.690](#)

[ORS 334.125](#)

Cross Reference(s):

BCF - Advisory Committees to the Board