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MSBA/MASA Model Policy 213

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213 EDUCATION DISTRICT BOARD COMMITTEES

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the education district board.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the education district board to designate education district board committees or subcommittees when it is determined that a committee process facilitates the mission of the education district board.
- B. The education district board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the education district board and the education district.
- C. An education district board committee or subcommittee will be formed by education district board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the education district board.
- E. The education district board will receive reports or recommendations from a committee or subcommittee for consideration. The education district board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The education district board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The education district board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the education district board shall not appoint a subcommittee of that committee without approval of the education district board.

III. APPOINTMENT OF COMMITTEES

- A. The education district board hereby appoints the following standing committees:
 - 1. Meet and Confer.
 - 2. Policy.
 - 3. Technology.
 - 4. Negotiations Committee(s) for various employee groups.
 - 5. Insurance.
- B. The education district board will establish, by resolution, for each standing or ad hoc committee the number of members, the term and the charge or mission of each such committee.
- C. The education district board will determine the members of each standing or ad hoc committee during the annual organizational meeting.

IV. PROCEDURES FOR EDUCATION DISTRICT BOARD COMMITTEES

- A. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the education district board.
- C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the education district board.
- D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the education district board committee.
- E. The power of a committee or subcommittee of the education district board is advisory only and is limited to making recommendations to the education district board.
- F. A committee or subcommittee of the education district board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the education district board.

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)

Cross References: MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)