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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)