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BOARD COMMITTEES

PRIMARY RESPONSIBILITIES OF COMMITTEES

In order to facilitate effective operation, the Board has adopted a committee system. There shall be four standing committees of the Board, as follows:

- a) Administration, Personnel, and Public Relations
- b) Curriculum, Program, and Instruction
- c) Business and Finance
- d) Operations

The committee system is intended to operate similarly to departments of government. Each committee shall be responsible for the policies, budget, and personnel falling within its jurisdiction. Committees shall make all recommendations associated with these responsibilities directly to the Board of Trustees.

The primary responsibilities of Board committees are assigned according to the major categories of the Portage la Prairie School Division Policy manual, as follows:

Administration, Personnel, and Public Relations

- Section A – Foundations and Basic Commitments
- Section B – School Board Governance and Operations
- Section C – General Division/School Administration
- Section G – Personnel
- Section K – School-Community Relations
- Section L – Relations with Education Agencies

Curriculum, Program, and Instruction

- Section I – Instructional Program
- Section J – Students

Business and Finance

- Section D – Fiscal Management
- Section H – Negotiations

Operations

- Section E – Operations (Property and Transportation)



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RULES GOVERNING COMMITTEES

- 1) Committees shall be comprised of two or more members, but at no time shall they constitute a quorum of the Board.
- 2) The Chair of the Board shall be a member *ex-officio* of all committees and may, in his/her discretion, delegate the Vice-Chair as an *ex-officio* member of one or more committees.
- 3) No member shall be the Chair of the same committee for more than two consecutive years.
- 4) Special committees of the Board may be struck for specific functions, as required, and shall be discharged upon the completion of their functions, and upon the receipt and acceptance of this written report to the Board.
- 5) Committees of the Board shall be formed at the Annual Inaugural Meeting, following recommendations by the Nominating Committee.
- 6) Committees, or any member thereof, shall not have executive powers unless specifically assigned to them by resolution of the Board and shall confine themselves to review and report. Reports and recommendations shall be in writing. (See BBD-E)
- 7) Committee reports shall be followed by a motion to receive, which will indicate filing for information or for further consideration. A motion to adopt may constitute a change in policy.
- 8) All discussions and recommendations at the committee level shall be considered as confidential.
- 9) Meetings of committees may be held *in camera*. For "Committee of the Whole" see: BCA.

CONDUCT OF BUSINESS BY BOARD COMMITTEES

The business of committees shall be conducted under the following regulations:

1. The rules of the Board, insofar as applicable, shall be observed.
2. No motion shall be required to be seconded.
3. The number of times a member may speak on any question shall not be limited.
4. The chairman of the committee shall preside at every meeting and vote on all questions submitted. In his/her absence, the members present may appoint a chairman pro tempore from among themselves.
5. All members of the Board shall have the right to attend meetings of any committee of the Board and may speak on any matter brought before such committee but will have no right to vote on any question to be decided by the committee unless he/she is a member thereof,



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and every member of the Board shall, if he/she requests, be supplied with full information concerning any matter brought before the committee.

6. The minority of any committee may bring in a minority report which shall be signed by such minority and shall be presented in the same manner as a majority report is presented.
7. The majority of the members constituting any committee shall be a quorum, and the chairman of the board shall be included with the other members in forming a quorum.
8. Notwithstanding anything to the contrary contained in this policy, a member of a committee who is unable to attend a meeting of that committee may name a member of the Board who is not a member of that committee, to substitute for him/her at the meeting and the member so named shall be deemed to be a member of that committee for the meeting which he/she attends.

ADVISORY *AD HOC* COMMITTEES TO THE BOARD

The following shall govern the appointment and functioning of Division advisory *ad hoc* committees.

1. Advisory committees may be created by the Board to serve as task forces for special purposes or to provide continuing consultation in a particular area of activity. There shall be no standing overall advisory committee to the Board.
2. If the advisory committee is required by provincial regulation, its composition and appointment shall meet all the guidelines established for that particular type of committee.
3. The composition of advisory committees shall be broadly representative and shall take into consideration the specific tasks assigned to the committee. Members of the professional staff may be appointed to the committee as members or consultants.
4. Appointments to such committees shall be made by the Board; appointment of staff members to such committees shall be made by the Board upon recommendation of the Superintendent and/or Secretary-Treasurer.
5. Tenure of committee members shall be one year only, unless the member is reappointed.
6. At its initial meeting each committee shall be clearly instructed as to:
 - a. the length of time each member is being asked to serve;
 - b. the service the Board wishes the committee to render; the extent and limitations of its responsibilities;
 - c. the resources the Board will provide;
 - d. the approximate dates on which the Board wishes to receive major reports;



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- e. Board policies governing advisory committees and the relationship of these committees to the Board as a whole, individual Board members, the senior administrative staff, and other members of the professional staff;
 - f. Channel for the release of information to the news media.
7. Recommendations of committees shall be based on research and fact.
8. A Board of Trustees possesses certain legal powers and prerogatives which cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the Board for action.

The Board shall have the sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.