

PENN MANOR SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED: January 18, 2011

REVISED: August 20, 2012

005-BOG-1. BOARD STANDING COMMITTEES

Standing committees are established to perform a continuing function and to facilitate the Board's decision-making.

Standing committees are comprised solely of Board members, and the number of committee members will be fewer than a majority of the Board. The Board President will appoint members and the chairperson of standing committees after the Board's annual organization meeting, and the term of membership will be until the next organization meeting.

The Superintendent and Board President may serve as ex-officio members of all standing committees.

Each standing committee will be informed of the functions it is responsible to perform.

Standing committees may seek input and participation from administrators, district staff and others.

Operating Procedures For Committee Meetings

1. Each standing committee will meet at the call of the Chairperson at the designated time and place. Additional meetings may be scheduled as needed.
2. Public notice of the date, time and place of a standing committee meeting will be provided at least three (3) days in advance, consistent with Board policy concerning notification of Board meetings.
3. The Chairperson, in collaboration with the Superintendent, will establish the agenda for each meeting to promote the orderly flow of information and the effective operation of the committee and the Board.
4. If the Chairperson of a standing committee is unavailable for a scheduled committee meeting, the members of the committee may elect one (1) of the committee members in attendance to serve as Chairperson for that meeting.
5. The Superintendent may recommend administrators or district staff to serve in a liaison or advisory capacity and/or to provide information and resources.
6. Any Board member, district employee, or member of the public may attend a meeting of a standing committee.

7. For any issue on its agenda, a standing committee may agree to make recommendations to the full Board, by a majority vote or consensus of its committee members present.
8. Recommendations of a standing committee may be presented to the Board as a proposed motion or report, or referred to the full Board for discussion with no recommendation.
9. Reports from the chairpersons of standing committees will be included as an agenda item for all regular Board meetings.
10. Any issue referred by the Board to a standing committee will be reported on at the next regular Board meeting, indicating work completed; progress to date; or recommendation for continued study by the committee.
11. Minutes of standing committee meetings are public information, subject to law and Board policy. The minutes will contain the names of committee members in attendance, list of topics discussed and committee recommendations.