

**SEVEN HILLS CLASSICAL ACADEMY
MANUAL OF SCHOOL POLICIES APPROVED BY THE BOARD**

POLICY 213: SCHOOL BOARD COMMITTEES

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees of the school board that are made up of elected school board members and to establish that only when specified shall school board committees include additional members of the school community.

II. GENERAL STATEMENT OF POLICY

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

III. APPOINTMENT OF COMMITTEES

- A. The school board hereby appoints the following standing committees:
 - 1. Finance.
 - 2. Governance.

3. Growth and Facilities.
 4. Fund-Raising
- B. The school 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 school board chair shall appoint the members of each standing or *ad hoc* committee and designate the chair thereof. The chair shall serve as an ex-officio member of each committee unless the chair serves as a member of such committee.

IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

- A. All meetings of committees shall be open to the public in compliance with the Open Meeting Law, and advance meeting notice shall be given as prescribed by law.
- B. The activities of all committees must be conducted in a manner that will advance the best interest of the corporation.
- C. A committee shall act only within the guidelines and mission established for that committee by the school board.
- D. Actions of a committee shall be by majority vote and be consistent with the governing rules of the school board.
- E. Each committee shall fix its own rules of operation and shall act in a manner that is consistent with the articles of incorporation, bylaws, and school board policies.
- F. The committee shall designate a secretary who will record the minutes of actions of the school board committee.
- G. The power of a committee of the school board is advisory only and is limited to making recommendations to the school board.
- H. A committee of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

ADOPTED BY THE BOARD ON: February 2008

REVISED BY THE BOARD ON: