

Lebanon Community Schools

Code: **BCE**
Adopted: 6/16/09
Readopted: 2/4/10
Orig. Code(s): BCE

Board Ad Hoc Study Committees

In an effort to increase communications with the public and to provide for citizen involvement, the Board may appoint ad hoc study committees to advise the Board on matters of interest. Ad hoc Board study committees will be appointed for temporary examination of a particular area. The budget committee and advisory (standing) committees are not addressed in this policy.

Committee Direction

The Board shall give clear directions to any committee it appoints. The Board chair will give a succinct summary committee direction statement to the appointed committee, which shall be recorded in the official Board minutes.

Committee Member Selection

The Board shall determine a minimum and maximum number of members. The desire of the Board to determine the composition of the committee with regard to representation from different district groups should be determined at the Board meeting at the time the committee is established. All committees of the Board will have a district administrator as a member of that committee to act as an advisor in their duties. Board representation on the committee is required, but shall not involve more than two members.

Committee Time Line

The Board, at the time of creation, will establish a timeline for the newly created committee. No study committee shall continue functioning beyond twelve months from the date of creation without the Board's reconfirmation at an official Board meeting.

Parameters of the Committee

The Board, at the meeting which the committee is created, will establish guidelines appropriate for the newly created committee. Guidelines should speak to the ability of the committee to expend district funds, to use district staff time to assist in their performance and other appropriate limits.

Committee Officers

The committee will select a chair and recorder.

Meeting Schedule Announcement

Meetings of a committee shall be open to the public and notice of meetings shall be provided to the news media and posted at least twenty-four hours in advance of any meeting.

Meeting Minutes

Committees shall record minutes of all meetings with distribution to all Board members and requesting members of the community.

Scope of Responsibility

The Board's responsibility cannot be delegated or surrendered to others; therefore, all recommendations of an ad hoc study committee must be submitted to the Board for action and must be recognized as advisory in nature.

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.690](#)
[ORS 332.045](#)

[ORS 332.105](#)

Cross Reference(s):

BCF - Advisory Committees to the Board