

## **Wabasha-Kellogg Public Schools Policy**

### **213 SCHOOL BOARD COMMITTEES**

#### **I. PURPOSE**

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the School Board.

#### **II. GENERAL STATEMENT OF POLICY**

- A. It is the policy of the School Board to designate School Board committees or subcommittees 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 or subcommittee will be formed by School 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 School Board.
- E. The School Board will receive reports or recommendations from a committee or subcommittee 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 will appoint standing committees, as needed, at the Annual Organizational Meeting.

- 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.

#### **IV. PROCEDURES FOR SCHOOL 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 School Board.
- C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the School Board.
- D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the School Board committee and report to the School Board at its regular meeting.
- E. The power of a committee or subcommittee of the School Board is advisory only and is limited to making recommendations to the School Board.
- F. A committee or subcommittee of the School Board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the School Board.

***Legal References:*** Minn. Stat. § 471.705 (Open Meeting Law)

***Cross References:*** Wabasha-Kellogg Policy 201 (Legal Status of the School Board)  
Wabasha-Kellogg Policy 203 (Operation of the School Board - Governing Rules)  
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)