



**Section One: Board of Education**

*“Together We Learn”*

**140 – SCHOOL BOARD COMMITTEES**

**Introduction**

The Board of Education believes that a Committee structure is important to furthering Board activities.

Consequently, the Board maintains various Standing, District and Ad Hoc Committees in order to develop recommendations to the Board.

**1. Operation**

- 1.1 Decisions within a school district are made by the Board on the basis set out in the *School Act*.
- 1.2 The Board’s Coordinating Committee will determine if matters are to be considered first by a Committee or be dealt with directly by the Board.
- 1.3 Information on Committee activity will be provided through timely Committee reports, prepared by the Committee Chairperson after each meeting. Minutes are to be provided in draft form to all trustees, the Superintendent, Assistant Superintendent, Secretary-Treasurer, and all Committee members, and also circulated with the following meeting’s agenda.
- 1.4 Board Committee Chairpersons will act as the Committee’s spokesperson.

**2. Standing, District and Ad Hoc Committees**

**2.1 Standing Committees**

A Standing Committee is a permanent Committee established by the Board to assist it in fulfilling its duties. Standing Committees have their scope and powers established by the Board, are made up of designated trustees and representatives from partner groups, meet on a regular basis, and retain any powers and oversight responsibilities until the Board changes or disbands the Committee. All Standing Committees are chaired by a Trustee as determined at the Annual General Meeting.

The following Standing Committees shall be formed annually in accordance with this Policy:



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Coordinating	(Policy 145)
General Affairs	(Policy 146)
Education and Student Services	(Policy 150)
Finance and Legal	(Policy 160)
Human Resources and Staff Services	(Policy 165)
Planning and Facilities	(Policy 155)
Superintendent of Schools Evaluation	(Policy 175)

### Composition, Scope and Function

The composition, scope and function of each Standing Committee shall be established in a separate Policy for each Committee.

The voting members of all Standing Committees shall be the appointed trustees serving on the Committee, with representatives from partner groups and other groups serving as non-voting members.

## 2.2 District Committees

A District Committee is formed either by Board Policy or as deemed necessary by the Superintendent to provide input on areas that are deemed important to the operation of the Board. These Committees will have an ongoing mandate, include one or more representatives of the Board, and have representatives from partner groups and/or outside agencies that are deemed to have a significant interest in the Committee’s mandate. Recommendations from the District Committee will be referred to the appropriate Standing Committee of the Board or directly to the Board as deemed necessary.

District Committees shall be formed annually in accordance with this Policy and/or other Policies.

### Composition, Scope and Function

The composition, scope and function of each District Committee shall be approved by the Superintendent of Schools and/or Board of Education.

All District Committees, with the exception of the Aboriginal Education Council, are chaired by District staff as appointed by the Superintendent of Schools.



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### 2.3 Ad Hoc Committees

Ad Hoc Committees shall be established, as required.

An Ad Hoc Committee may be established by the Board of Education, Superintendent or designate to examine and make recommendations on a specific subject or task. Such Committees will have a specific mandate, be time bound, report to the Board or a Standing Committee of the Board, and be dissolved when their task is complete.

#### Composition, Scope and Function

The composition, scope and function of each Ad Hoc Committee shall be approved by the Superintendent of Schools and/or Board of Education.

## 3. Meetings

- 3.1 All meetings shall be governed by Board Policy and, in the absence of Policy, by Robert’s Rules of Order.
- 3.2 A seconder is not required for resolutions moved at the Committee level.
- 3.3 Public meetings of the Committee shall be scheduled to occur on specific dates and times during the school year as determined by Board resolution at the inaugural or annual meeting.
- 3.4 A Committee Chairperson may call an additional meeting to deal with an emergent issue. The Committee Chairperson may also cancel a meeting if there are no agenda items.
- 3.5 Items required to be Incamera will be dealt with at an Incamera meeting (as per Policy 135 – School Board Operations) to be attended by trustees and senior staff and others, as needed by invitation. Incamera meetings shall be scheduled to occur on the specific dates determined by the Board for Public Committee meetings, or at the call of the Committee chairperson as deemed necessary (as per Policy 135 – School Board Operation).
- 3.6 The agenda shall include a public question/comment period as part of the meeting.
- 3.7 Recommendations from a Committee require ratification by the Board.



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- 3.8 Any trustee may attend a Committee meeting and participate in discussion, but only the trustee members of the Committee may vote.
  - 3.9 The Superintendent of Schools and Secretary-Treasurer may attend all Committee meetings.
  - 3.10 If the Committee is not fully represented, the Committee Chairperson may appoint temporary members from trustees in attendance (with full voting rights), for the duration of the meeting.
4. **Committee Members, Representatives and Delegations/Presentations**
- 4.1 The Board Chairperson is a non-voting member of all Committees, except for the General Affairs Committee of which he/she is Committee Chairperson.
  - 4.2 The Committee Chairperson will be appointed at the Board’s inaugural or annual meeting.
  - 4.3 The membership of the Standing Committees shall be established by the Board and written in separate Policy for each Committee.
  - 4.4 Participation in the Public meetings of the Standing Committees is open to partner groups, guests and visitors who are interested in specific matters, wishing to contribute or make presentations.
  - 4.5 Delegations/Presenters to the Standing Committees are required to make known their interest in participating by requesting inclusion on an agenda. Requests for inclusion on a Committee Agenda should be submitted to the Secretary-Treasurer at least four working days prior to a Committee meeting.



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**5. The Role and Responsibilities of the Representatives at Committee Meetings**

5.1 Representatives on Board Committees are expected to reflect the interests, concerns and perspectives of the organization on whose behalf they are speaking. Where they are unable to do so for any reason (e.g. their Association has not discussed the issue) but wish to offer a personal or professional observation, they should make any such observation with the added comment that they are doing so not on behalf of the organization but in their personal capacity. Representatives should advise their organizations about such issues. It is also expected that the representatives will provide the means through which these interested organizations be kept informed about the affairs and decisions of the Board. A representative may send an alternate.

**6. The Role and Responsibilities of the Committee Chairperson**

- 6.1 The Committee Chairperson, with the assistance of a person from senior management, shall prepare agendas and related materials for distribution to the representatives prior to the meeting.
- 6.2 Committee meeting agenda and reports are to be posted on the district website, and provided to partner groups and individual schools.
- 6.3 The Committee Chairperson shall provide Committee Reports and shall provide to the Board recommendations from the Committee.

Date Agreed: November 13, 2002

Date Amended: November 12, 2003, March 29, 2006, January 24, 2007, June 22, 2011

Related Document: School Act Sec 65, Policies 135, 145, 146, 150, 155, 160, 165, 170, 175, 367, 423