



## Section One: Board of Education

*“Together We Learn”*

### 140 – SCHOOL BOARD STANDING AND AD HOC COMMITTEES

#### Introduction

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

Consequently, the Board maintains various Standing 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 Chair after each meeting. Reports will include recommendations to the Board. Reports are to be provided in draft form to all Trustees, the Superintendent of Schools/CEO, Deputy Superintendent, Secretary-Treasurer/CFO, and all Committee members, and also circulated with the following meeting’s agenda.
- 1.4 Board Committee Chair will act as the Committee’s spokesperson.

#### 2. Standing Committees

- 2.1 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.
- 2.2 All Standing Committees are chaired by a Trustee who is elected at the Board’s Inaugural/Annual General Meeting. Two other Trustees shall be appointed as voting members by the Board.



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

|                                |              |
|--------------------------------|--------------|
| Coordinating                   | (Policy 145) |
| General Affairs                | (Policy 146) |
| Education and Student Services | (Policy 150) |
| Finance and Planning           | (Policy 156) |
| Policy                         | (Policy 168) |
| District Suspension Review     | (Policy 170) |

- 2.4 Composition, Scope and Function  
The composition, scope and function of each Standing Committee shall be established in a separate Policy for each Committee.

### 3. Committee Members

- 3.1 The membership of the Standing Committees shall be established by the Board and written in separate Policy for each Committee.
- 3.2 The voting members of all Standing Committees shall be the appointed Trustees serving on the Committee, with one representative from each official partner group, with the District Student Council allowed to send two representatives, serving as non-voting members.
- 3.3 The Trustee members of Standing Committees shall be appointed by the Board on or before the Board Meeting in December of each year.
- 3.4 The Board Chair is a non-voting member of all Committees, except for the General Affairs Committee which is a Committee of the Whole.

### 4. The Role and Responsibilities of the Committee Chair

- 4.1 The Committee Chair, with the assistance of a person from senior management, shall prepare agendas and related materials for distribution to the committee members prior to the meeting.



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- 4.2 Committee meeting agenda and reports are to be posted on the district website, and provided to partner groups and individual schools.
- 4.3 The Committee Chair shall provide Committee Reports, and make Committee recommendations, to the Board.
- 5. The Role and Responsibilities of the Representatives at Committee Meetings**

Representatives on Board Committees are expected to reflect the interests, concerns and perspectives of the organization on whose behalf they are speaking. A representative may send an alternate.
- 6. Ad Hoc Committees**
  - 6.1 An Ad Hoc Committee may be established, as required, by the Board of Education, or a Standing Committee, 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.
  - 6.2 **Composition, Scope and Function**

The composition, scope and function of each Ad Hoc Committee shall be approved by the Board of Education or the Standing Committee.
- 7. Meetings**
  - 7.1 All meetings shall be governed by Board Policy and, in the absence of Policy, shall follow Robert’s Rules of Order.
  - 7.2 A seconder is not required for resolutions moved at the Committee level.
  - 7.3 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 June Public Board Meeting each year.
  - 7.4 A Committee Chair may call an additional meeting to deal with an emergent issue. The Committee Chair may also cancel a meeting if there are no agenda items.
  - 7.5 The agenda shall include a public question/comment period as part of the meeting.



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- 7.6 Recommendations from a Committee require ratification by the Board.
- 7.7 Any Trustee may attend a Committee meeting and participate in discussion, but only the Trustee members of the Committee may vote.
- 7.8 The Superintendent of Schools/CEO and Secretary-Treasurer/CFO may attend all Committee meetings.
- 7.9 If the Committee is not fully represented, the Committee Chair may appoint temporary members from Trustees in attendance (with full voting rights), for the duration of the meeting.
- 7.10 Items required to be Incamera will be dealt with at an Incamera meeting (as per Policy 135 – School Board Operation) 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 Chair as deemed necessary (as per Policy 135 – School Board Operation).

### **8. Delegations/Presentations**

- 8.1 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 at Public Question/Comment Period or make presentations.



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- 8.2 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 Senior Management Liaison person at least four working days prior to a Committee meeting. The Committee Chair shall make decisions regarding the Agenda.

Date Agreed: April 23, 1980  
Date Amended: September 14, 1983; April 10, 1985;  
May 9, 1990; June 28, 1990; February 27, 1991;  
November 10, 1993; January 10, 1996; January 28, 1998

Date Reviewed/Amended: November 13, 2002  
Date Amended: November 12, 2003; March 29, 2006;  
January 24, 2007; June 22, 2011; February 12, 2014;  
September 10, 2014; February 22, 2017; February 27,  
2019; October 23, 2019; April 14, 2021; September 29,  
2021; November 13, 2024

Related Documents: School Act Sec 65; Policies 135,  
141, 145, 146, 150, 156, 168, 170, 175