

RSU BOARD STANDING COMMITTEES: OPERATING PROCEDURES

The Regional School Unit #26 Board believes that standing committees can be useful to its decision-making process and in the transaction of Board business. The Board may establish such standing committees as it deems necessary to facilitate school unit governance and address ongoing school unit needs. A standing committee has only such authority as specified by the Board.

All standing committees shall be comprised of less than a majority of the Board.

All standing committee meetings are open to the public except as provided by the Freedom of Access Law and the Municipal Public Employees Labor Relations Law.

- A.** Each standing committee shall meet at the call of its chair or at the direction of the Chair of the Board of Directors.
- B.** The chair of a standing committee, in collaboration with the Superintendent/designee, will establish the agenda for each meeting to promote the orderly flow of information and the effective operations of the Board and its standing committees.
- C.** Notice to the public of the date, time and place of a standing committee meeting and the agenda for the meeting shall be provided at least three days in advance and in a manner consistent with the Board's policy and practice concerning notification of Board meetings.
- D.** The Superintendent may designate administrators or staff to serve in a liaison or advisory capacity and/or to provide information and/or resources. The standing committee may request, through its chair, such resources as are deemed necessary for conducting the business of the committee.
- E.** Any other member of the Board, staff or public may attend a standing committee meeting, but may speak only at the discretion of the chair of the standing committee.
- F.** For any matter on its agenda, a standing committee may by majority vote of members present, or by consensus, agree to make recommendations to the full Board. Recommendations may be in the form of a proposed motion and/or a report. A standing committee may also forward a matter under discussion to the full Board with no recommendation.
- G.** The presence of a majority of the members of a standing committee shall constitute a quorum for voting purposes. Only the members of the standing committee may

vote on agenda items. Each committee member's vote counts as one vote.

- H.** In the event that the chair of a standing committee is unavailable for a scheduled committee meeting, the chair can designate another member of the committee who will be in attendance to act as chair for the duration of that meeting.
- I.** Standing committee reports will be included as an agenda item for all regular Board meetings.
- J.** Any item referred to a standing committee by the Board shall be reported on at the next regular Board meeting. The standing committee's report should indicate work completed or progress made to date. The report may include the recommendation for continued standing committee study.
- K.** Standing committees are not required to take minutes. Standing committee minutes, if prepared, are public information, subject to the Freedom of Access Law.
- L.** Public comment will be allowed at the start of each standing committee meeting subject to the policies for public comment found in policy BEDH

Legal Reference: 1 M.R.S.A. § 401 et seq.

Approved: January 4, 2022

Adopted: _____11-4-09_____

Reviewed: _____

Revised: _____