

## **BOARD ADVISORY AND AD HOC COMMITTEES**

The Board may establish advisory and ad hoc committees to perform specific functions. Advisory and ad hoc committees may study particular problems or issues and make reports and/or recommendations to the Board, but may not act for the Board.

Advisory and ad hoc committees may include individuals (including students as appropriate) who are not elected members of the Board but each committee shall have at least one Board representative.

The Board will consult with the Superintendent before establishing or dissolving any advisory or ad hoc committee. The number of members, the composition of each committee, and the selection of members will be determined by the Board, in consultation with the Superintendent based upon the purpose of the committee.

The scope and authority of any advisory or ad hoc committee shall be limited to that assigned by the Board. The Board is in no way obligated to follow committee recommendations.

Unless given a new assignment by the Board, an advisory or ad hoc committee shall be dissolved promptly upon completion of its task. An advisory or ad hoc committee may be dissolved at any time by Board action. No committee shall continue for a prolonged period without a specific assignment.

### **Instructions to Board Advisory and Ad Hoc Committees**

So that the Board's intent and expectations are clear, each advisory and ad hoc committee shall be instructed in writing concerning:

- A. The purpose of the committee, the specific issue(s) for study, and/or the scope of the committee's activity;
- B. The composition of the committee, including designation of voting and non-voting members, if applicable;
- C. The length of time each member is expected to serve;
- D. The role of the committee as being advisory only;
- E. The resources the Board will provide to assist the committee in completing its task;
- F. The expectations regarding the committee's relationship with the Board, the Superintendent and school system personnel;

- G. The designation of the individual who will be responsible for providing information to the public concerning the committee and its work;
- H. The time and place of the first meeting;
- I. The timeline for progress reports to the Board and/or other activities;
- J. The date on which the Board expects to receive a final report or recommendations and dissolve the committee.

All advisory and ad hoc committee meetings are open to the public except as may otherwise be provided by law. Committee reports and minutes of committee meetings are public information subject to the Freedom of Access Law, and will be posted on the district's website.

Notice of committee meetings shall be provided in a manner consistent with the Board's policy and practice concerning notification of Board meetings.

The Board recognizes that any advisory or ad hoc committee mandated by state law or Department of Education regulations may require deviation from any or all of the provisions of this policy. Any such deviations shall be identified when the Board establishes such a committee and reflected in the Board's instructions to the committee.

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

Adopted: May 8, 2012