

COMMITTEES OF THE BOARD

The Board believes that its duties are best carried out if Trustees are given an opportunity to meet in committees supplemental to Board meetings. It therefore supports Trustees participating as members of Board-established internal committees, education related external committees, community-based committees and ad hoc committees established for one-time issues as needed.

The Board shall:

- At its annual organizational meeting, establish such standing or ad hoc committees as it deems necessary. Such standing committees shall remain in place unless dissolved by Board motion.
- At any duly constituted meeting, establish such standing or ad hoc committees as it deems necessary.
- Only exercise such powers as are specifically assigned by the Board.

In setting up committees, the Board will determine and specify:

- Purpose
- Powers and Duties
- Membership
- Meetings

General Guidelines

1. At the annual Organizational Meeting, the Board will select who will represent the Board on a committee, whether External, Community or Internal as per Policy 8 – Committees of the Board - Appendix 8.1.
2. The Chair of each Committee will be appointed as per the committee terms of reference.
3. Trustee representation on External Committees shall be filled through election.
4. Trustees representing the ward for Community Committees will be offered to the Trustees representing that ward. If, however, the Trustee is unable to attend, then representation will be available for Trustees from surrounding wards as needed.
5. Trustee representation on Internal Committees will be available to all trustees. The size of the internal committee will never be equal to or more than a quorum of the Board unless operating as a committee of the whole. Trustee representation on internal committees will be for a one-year term, with re-appointment at the yearly organizational meeting, unless otherwise appointed.
6. The chair of the Board shall be an ex officio member of all committees except where the terms of reference of an external committee is exclusive of membership. As ex officio, the Board Chair will vote only when two members of the committee are in attendance; a maximum of three members will vote at any committee meeting.
7. Reporting to the Board shall be carried out by the chair of the committee or the Superintendent and/or designate.
8. The agenda will be developed by the chair of the committee and the Superintendent and/or designate.
9. Committee meetings will be held at the call of the Superintendent or the committee chair to address matters that have been directed to that committee by the Board or as indicated in the Board Year Plan or approved at the Organizational Meeting of the Board.
10. The chair of each committee shall work closely with the Superintendent and/or designate in those matters which fall within the general sphere of interest of their committee.

11. In preparing recommendations for the Board's consideration, the committee may consult with the Superintendent.
12. Committee meetings shall be held only when a quorum of the members is present. For the purposes of this policy, "quorum" shall mean two of the Board-appointed members of the committee, at least one being a trustee or one Board-appointed member and the Chair as ex officio member.
13. The Superintendent and/or designate is empowered to draw from all trustees to meet the Pupil Personnel Committee terms of reference in order to meet timelines imposed by legislation.
14. Ad hoc Committees will be established on an as needed basis and in the true spirit of an ad hoc committee with a start and end date dependent on the formation reasons of the committee.
15. The Superintendent may appoint resource personnel to work with committees and shall determine the roles, responsibilities, and reporting requirements of the resource personnel.

Legal References

Education Act, Sections 52, 53, 63, 64, 200, 222

Cross Reference

Board Policy 8 - Committees of the Board – Appendix 8.1

Approval Dates

Oct. 2004, Oct. 2005, Nov. 2007, Oct. 2008, Oct. 2009, Nov. 2009, Jan. 2010, Feb. 2011, Oct. 2011, Nov. 2014, April 2017, August 2018, June 2019, June 2020, October 2021, June 2022, August 2023, August 2024

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