

BFCCPS Board of Trustees
Policy and Procedure on Committee Formation
Version 0.9
12/14/06

1. Purpose

- 1.1. The intent of this policy is to insure that all committees are created and function in a fair, consistent and effective manner; that the BFCCPS community understands they are encouraged to join and participate in committees by following this policy's directions; and that committee members understand their obligations and responsibilities.

2. Scope

- 2.1. This policy applies to all committees established by the Board of Trustees. However, any provisions contained in other policies that guide the formation and activities of specific committees will take precedence over this policy. Policy 2, Nomination and Election of Board Members, which governs the formation of the Nomination Committee, is one example.

3. Definitions

- 3.1. **BFCCPS community** shall be defined as all employees of BFCCPS, all parents and guardians of BFCCPS students; all Board of Trustee members; and all other interested individuals.
- 3.2. **Task forces** are responsible for the accomplishment of a specific charge issued by the Board of Trustees. They have a specified limited purpose and duration.

4. General Policies

- 4.1. Participating in a Board level committee is an opportunity for the BFCCPS community to make positive contributions to the decision-making process in the school. It is the intention of this policy to encourage participation from a broad cross-section of the BFCCPS community.
- 4.2. Members of committees must adhere to all laws and regulations that apply to the Board.

- 4.3. Members of committees must uphold duties of care and loyalty and avoid conflicts of interest. Specifically, committee members must avoid any involvement in committees that would bring any financial benefit to themselves or their extended family members. Members of committees must act in good faith and in the best interest of the school.
- 4.4. Members of committees must comply with all Open Meeting Law provisions.
- 4.5. Once the Board has voted to form a committee, the President, or his/her designee shall publish its purpose or charge on the school's website and in other school media.
- 4.6. The Board of Trustees shall set a fixed term for all non-standing committees.
- 4.7. The Board of Trustees shall define the term for all members of all committees, both standing and non-standing committees.
- 4.8. This policy shall also apply to subcommittees and task forces.

5. Selecting a Committee Chairperson

- 5.1. A committee chairperson must be a current Board of Trustee member.
- 5.2. The President of the Board of Trustees shall ask for volunteers from the current Board membership when selecting a committee chairperson.
- 5.3. The President, with the concurring vote of a majority of Board members, shall then appoint the chairperson based on the qualifications of the candidates, which may include specialized skills or interest, and in a manner that equitably distributes work among Board members.
- 5.4. The committee chairperson shall work with the Board of Trustees to further define the purpose and goals of the committee, if necessary.
- 5.5. In the event there is a need to limit membership, to achieve the committee's purpose, the committee chairperson or the President of the Board may suggest in writing for Board approval at its next meeting, specific requirements for committee membership and size limitations.

6. Selecting Committee Members

- 6.1. The committee chairperson shall post all committee openings for a minimum of two weeks. A signup form that BFCCPS community members can use to submit their name for consideration will be included with the posting. The notice should

include a clear description of the committee's purpose, the expectation for its members, any qualifications needed, the membership application deadline, and the chairperson's contact information. Every posting notice shall contain language that encourages members of the BFCCPS community to contact the committee chairperson with questions.

- 6.2. All BFCCPS employees are strongly encouraged to participate on a committee.
- 6.3. The Board of Trustees shall endeavor to include a faculty representative, elected by the faculty, on each committee, if possible.
- 6.4. Signup forms should be available in the BFCCPS Main Office and on the school's website during the solicitation period.
- 6.5. The committee chairperson and/or other Board members may solicit individuals from the BFCCPS community to submit their application for committee membership.
- 6.6. Once the membership application deadline has passed, if an inadequate number of applications were received or the required expertise was not available from the applicant pool, the chairperson may reopen the application process and/or solicit specific individuals for committee membership.
- 6.7. If the qualified applicant pool exceeds the number of available committee openings, the Board President will select the slate of proposed members by a random drawing, provided a committee's need for a particular expertise will be fulfilled. If the committee chairperson and the Board President determine that the committee's needs will not be fulfilled by a random drawing, then the committee chairperson can nominate qualified applicants to fill the need.
- 6.8. The committee chairperson shall submit the names of all proposed committee members to the Board of Trustees for confirmation by a majority vote.
- 6.9. The Board shall consider the list of proposed committee members for confirmation at the next regularly scheduled Board meeting. The confirmation of committee members is intended to acknowledge and record the formation of the committee and its official list of members. The committee is considered empowered to act pursuant to its charge following the Board's confirmation of its members.
- 6.10. Committee members confirmed by the Board shall be voting members of the committee.
- 6.11. If additional committee members need to be added to an existing committee, the committee chairperson shall adhere to the selection and confirmation process set forth above.

7. Removing Committee Members

- 7.1. The committee chairperson, the Board President, or a Board member retains the right to recommend to the Board at its next regularly scheduled meeting that a member be removed from the committee, based on any of the following reasons:
 - 7.1.1. violating duties of care or loyalty, including conflict of interest;
 - 7.1.2. lack of involvement in committee discussions and/or work assignments; or
 - 7.1.3. refusal to participate in accordance with normal meeting decorum.
- 7.2. The committee chairperson must give the committee member under consideration for removal at least one week's notice and give the individual an opportunity to challenge the removal at the next regularly scheduled Board meeting.
- 7.3. The committee chairperson may suspend the committee member under consideration for removal pending resolution by the Board.
- 7.4. Advance warning specified in section 7.2 may be waived if the Board President agrees that the reasons for removal warrant immediate action.

8. Creation of Subcommittees

- 8.1. The committee chairperson is empowered to create subcommittees as needed and shall select a qualified committee member to serve as the subcommittee chair. The committee chairperson specifies any particular skills needed for the role of subcommittee chair.
- 8.2. The committee chairperson may assign committee members to specific subcommittees to assure adequate distribution of skills and representation.
- 8.3. The subcommittee chairs work under the direction of the committee chairperson.
- 8.4. The committee chairperson and all subcommittee chairs are encouraged to work collaboratively to meet the goals of the committee.

9. Scheduling of Meetings and Reporting to the Board

- 9.1. The committee chairperson is responsible for scheduling all meetings of the committee.
- 9.2. The committee chairperson is responsible for insuring that all Open Meeting Law provisions are met, including advance notice in the Pink Sheet and on the BFCCPS website. Meetings should occur at BFCCPS. If another meeting location is selected, it must be accessible to persons with disabilities.

- 9.3. The committee chairperson is responsible for insuring that minutes of each meeting and subcommittee meeting are documented and posted to the BFCCPS website, no later than 14 days after the meeting.
- 9.4. All subcommittee chairs are responsible for the duties set forth in 9.1 through 9.3, as they apply to their subcommittee.

10. Communications

- 10.1. The Board President and the Head of School must approve all committee communications to the full BFCCPS community prior to distribution. These communications shall also be distributed to the Board of Trustees prior to full distribution.
- 10.2. The Head of School must approve all committee communications to BFCCPS employees. These communications shall also be distributed to the Board of Trustees.
- 10.3. The committee chairperson must notify other committee chairpersons of committee actions or issues that may affect or relate to the responsibilities of other Board committees.

11. Committee Charge

- 11.1. In the event that a committee chairperson believes that the original committee charge needs to be modified, the Board of Trustees must be notified. The committee chairperson must obtain the approval of the Board before any significant actions are taken by the committee towards its modified charge.
- 11.2. Any committee member who believes that the committee is not following the charge defined by the Board must first discuss his/her concerns with the committee chairperson. The committee member may request the committee chairperson to schedule a special meeting of the committee to address the concerns. If the committee does not resolve the concern, a committee member may bring the issue to the attention of the President of the Board.

12. Dissolution of Committees

- 12.1. Any existing committee can be dissolved before its term expires by a 2/3 vote of the Board of Trustees.
- 12.2. The Board of Trustees shall confirm and record the expiration of a committee by a majority vote.

13. Implementation

- 13.1. All committees created after the acceptance of this policy must conform to these policies.
- 13.2. All committees already in existence should conform to these policies as soon as possible and must conform by the start of the next Board year, July 1, 2007.