

213 Committees of the Board Companion Document

NSCS Committees of the Board Procedures

Responsibilities of the Committee Chair (Curriculum/Staff Development, Finance, Personnel):

The position of Committee Chair shall be occupied by a member of the Board. As chair of your respective committee, please review policy 213 and share the information with the committee members.

It is important to remember that, as a committee of the school board, you are required to follow Open Meeting Law (OML) and Robert's Rules of Order. Please familiarize yourself with both of these.

The scheduled date, time, and agenda for all meetings are to be posted on the front window of the building and also on the school website. You may ask a designated internal staff member to do this for you.

If a meeting time changes, you will need to post the information three (3) days prior to the original meeting or the rescheduled meeting, whichever is sooner in those two places. Email the designated internal staff member to post changes on the website and on the front window.

Responsibilities of the Committee:

Each committee must develop or review the committee purpose statement and present it to the Board annually for approval.

Duty of Loyalty:

- Ensure that one's personal interest, directly or indirectly; does not cloud decision making or bring influence to bear in determining how to serve the school's interest
- Ensure that no directors, officers or key staff's own interests (or the interest of a family member or an entity associated with a director, officer or key staff) are preferred over the interests of the school, which he or she serves
- Work in concert with the group

Meeting Procedure:

- Schedule regular meetings
- Use the template for the meeting agenda/minutes
- Email a DRAFT agenda to committee members, offering an opportunity for committee members to add input and suggestions
- 3 days prior to meeting: Email final agenda to committee members, ensure that the Agenda is posted publicly on the front door of the school and posted online
- At the meeting: Follow Robert's Rules of Order and the agenda as written using the template as a guide. Roll call must be noted and a quorum of half of committee members plus 1 is needed in order to vote
- The Committee Secretary or designee will take minutes during the meeting. The Committee Secretary or designee will email a copy of the DRAFT minutes to committee members within 48 hours of the meeting offering an opportunity for committee members to add input and suggestions
- Within 1 week of the meeting: ensure the DRAFT Minutes are posted online and e-mailed to All Staff. File meeting minutes in your committee folder on Google Drive (or designate an internal staff member to help).



Committee of the Board Meeting Template

*(Committee Name: _____) Committee Agenda ("Agenda" changed to "Minutes" at meeting)
(Date, Time and Location of the Meeting)*

NSCS Mission: North Shore Community School excels in connecting our students' academics and learning with their natural and social environments in a nurturing community setting.

(Committee Title) Committee Purpose: (List your committee's purpose here)

Call to order: (Chair calls the meeting to order. Note time here.)

Attendance: (Chair does roll call. Have committee members listed here and cross out names if absent)

Others present: (List any guests of the meeting here)

Audience Concerns: (note audience concerns here)

I. Approve agenda:

- *Motion (note first initial and last name)*
- *Second (note first initial and last name)*
- *Discussion (note any items discussed)*
- *Action ("All in favor? Opposed?")*
- *Result ("Motion Carried Unanimously", OR record all names and votes if any opposition)*

II. Approve previous meeting minutes: (note the dates of previous meeting minutes)

- *Motion (note first initial and last name)*
- *Second (note first initial and last name)*
- *Discussion (note any items discussed)*
- *Action ("All in favor? Opposed?")*
- *Result ("Motion Carried Unanimously", OR record all names and votes if any opposition)*

III. Unfinished business: (Don't forget: You need a motion and vote for any action)

A. Topic (Unfinished Business from last meeting that needs to be addressed)

1. Details
2. Action

- *Motion (note first initial and last name)*
- *Second (note first initial and last name)*
- *Discussion (note any items discussed)*
- *Action ("All in favor? Opposed?")*
- *Result ("Motion Carried Unanimously", OR record all names and votes)*

B. Topic (Unfinished Business from last meeting that needs to be addressed)

1. Details
2. Action

- *Motion (note first initial and last name)*
- *Second (note first initial and last name)*
- *Discussion (note any items discussed)*

Adopted:Date
Revised:10/26/2020
Reviewed:10/26/2020



Committee of the Board Meeting Template

*(Committee Name: _____) Committee Agenda (“Agenda” changed to “Minutes” at meeting)
(Date, Time and Location of the Meeting)*

- *Action (“All in favor? Opposed?”)*
- *Result (“Motion Carried Unanimously”, OR record all names and votes if any opposition)*

IV. New Business: (Don’t forget: You need a motion and vote for any action)

A. Topic (New business item)

- 1. Details*
- 2. Action*

- *Motion (note first initial and last name)*
- *Second (note first initial and last name)*
- *Discussion (note any items discussed)*
- *Action (“All in favor? Opposed?”)*
- *Result (“Motion Carried Unanimously”, OR record all names and votes if any opposition)*

B. Topic (New business item)

- 1. Details*
- 2. Action*

- *Motion (note first initial and last name)*
- *Second (note first initial and last name)*
- *Discussion (note any items discussed)*
- *Action (“All in favor? Opposed?”)*
- *Result (“Motion Carried Unanimously”, OR record all names and votes if any opposition)*

V. Next Meeting will be: (note the date, time and location of the next committee meeting)

VI. Adjourn:

- *Motion (note first initial and last name, note the time of adjournment)*
- *Second (note first initial and last name)*
- *Discussion (note any items discussed)*
- *Action (“All in favor? Opposed?”)*
- *Result (“Motion Carried Unanimously”, OR record all names and votes if any opposition)*