



1. The Board shall act as a committee of the whole on all matters coming before it except that special committees for the consideration or investigation of certain problems, or for the performance of certain Board functions, may be created by vote of the Board.
  - a. Such special committees shall submit their reports in writing at such regular meetings of the Board as may be determined, and when such reports have been submitted and accepted by the Board, shall be discharged.
  - b. A special committee's only authority is to make recommendations to the Board regarding matters that have been referred to it, unless the Board specifically authorizes otherwise.
2. The Board may authorize the establishment of such standing committees from its membership as it finds necessary to study operations in specific areas and to make recommendations for Board action. These standing committees may include, but are not limited to:
  - a. Budget & Finance
  - b. Buildings & Grounds
  - c. Instruction
  - d. Policy
  - e. Public Relations
  - f. Wellness
  - g. Technology
3. The following rules will govern the appointment and function of such standing committees:
  - a. The standing committees shall be established and/or abolished through action of the Board.
  - b. The Board Chairperson shall annually appoint members of the Board to such committees. These appointments shall not exceed the Board Chairperson's term of office as the Board Chairperson.
  - c. All Board members may apply at its annual organization meeting, or shortly thereafter, for three or more committee assignments in order of their preference. The Board Chairperson will make final assignments to all committees.
  - d. The committee shall be provided with a list of its functions and duties by the Board Chairperson.
  - e. The committee may make recommendations for Board action, but it may not act for the Board.
  - f. The Board Chairperson and Superintendent shall be ex-officio members of all committees.



- g. Membership of the standing committees shall be dissolved at the end of the Board's year (at the annual organization meeting). The membership may be dissolved at any time by a majority vote of the Board.
  - h. At the request of the Board, the Superintendent may appoint a member of the professional staff to assist a committee in carrying out its Board approved functions. Such committee assistant shall be responsible to the Superintendent.
  - i. Arrangements for use of supplies, equipment, and personnel from within the school system shall be made through this committee assistant. Expenditures of funds by any committee shall not be made without prior approval from the Board.
4. Each committee convened shall have a chairperson, appointed by the Board Chairperson. This committee chairperson will report to the committee. The committee chairperson shall select alternates on an "as needed" basis.

Committee chairpersons and the Superintendent are responsible for establishing or coordinating meeting dates and locations. In cooperation with the Superintendent, a committee chairperson may appoint additional members to a committee from the community.

Committee chairpersons will have the responsibility to invite the Board Chairperson, or in his/her absence the Board Secretary, as well as any appropriate school officials as deemed necessary, to committee meetings.

5. Meetings of committees shall be posted in accordance with the Freedom of Information Act. A record shall be maintained by the chairperson of each committee of each meeting, which shall include the names of committee members in attendance, listing of topics discussed and committee recommendations.
6. The Superintendent shall notify all Board members of committee meetings.

Legal Reference: Conn. Gen. Stat. § 10-218 Officers. Meetings.

Bylaw adopted: November 19, 2018