

## **211.02 BOARD OF EDUCATION COMMITTEES**

### **APPOINTMENT OF COMMITTEES**

1. The Board shall establish special and standing committees of the public body by resolution. Said resolution shall specify the number of members, charge and authority, term of service, and duties of each committee so formed. Such committees are advisory in nature and have only such authority as specified by the establishing resolution.
2. The Chair of the Board shall appoint the members of each special or standing committee and designate the chair thereof.
- 3.. The Board shall receive committee reports at the regular meeting succeeding each assembly of a special and standing committee.
4. A special or standing committee of the Board shall not appoint a subcommittee without approval by resolution of the Board.

### **PROCEDURES FOR SCHOOL BOARD COMMITTEES**

1. All meetings of committees or subcommittees shall be open to the public. The Assistant Clerk shall give notice to other members, to the Board and to the media and public four calendar days before the scheduled date of the meeting.
2. A committee or subcommittee shall act solely within the guidelines and charge established in the enabling resolution for the committee or subcommittee.
3. Actions of a committee or subcommittee shall be authorized by majority roll-call vote and shall be consistent with the governing rules of the Board.
4. The committee or subcommittee shall designate a secretary who shall record the minutes and/or actions of the body.
5. A committee or subcommittee of the Board shall, when warranted, clarify in any transactions with the public that it acts in an exclusively advisory capacity to the Board of Education.

### **LEGAL REFERENCES:**

Minn. Stat. § 13D

### **CROSS REFERENCES:**