

The Ledyard Board of Education may establish standing and special committees, as necessary, to facilitate the Board's work. Committees can be used to explore and make recommendations on time-consuming and/or complex problems and issues or to accomplish specific projects.

All committees, when formed, shall receive an appropriate written "charge" or charter in order to be sure that the Board's intent and expectations are clear. The charge shall specify the committee's membership and voting rights.

All Board committee meetings are open to the public, except as otherwise may be provided by law. Committee meetings shall be announced to all committee members, Board members and the public through the same process as is used to announce all regular and special Board meetings. All committee reports and minutes of Board committee meetings are public information subject to the *Freedom of Information Act*.

No committee, or member of a committee, shall have the power to make any commitments or contracts on behalf of the Board or enter into any agreement that involves the expenditure of money, unless such action has been previously authorized by the Board in either a regular or special meeting.

A simple majority of the voting members of a committee shall constitute a quorum for the purpose of conducting committee business.

Each committee may make a report through its chairperson or a committee member at each regular meeting of the Board and otherwise as may be required by the committee's charter.

Advisory (non-voting) members of a committee may present, in writing, a report to the Board whenever they disagree with recommendations made by the committee to the Board.

Committee Members

The Superintendent shall be an *ex-officio* member of all Board committees but shall not vote or be counted in determining a quorum, unless otherwise specified in the committee's charter.

In addition to the specified voting members of a committee, the committee membership may include advisory (non-voting) members whose particular knowledge or perspective can significantly aid or improve the committee's operation so that the Board's overall decision-making process is enhanced. Such members shall be appointed by the Board Chairperson in consultation with the Superintendent.

Committee members' normal term shall be for the same term as the Board Chairperson or until the committee is dissolved, whichever period of time is shorter.

Vacancies in committee membership, for both voting and advisory positions, shall be filled by the Board Chairperson in consultation with the Superintendent and the committee's chairperson, as appropriate.

Committee members who are unable to continue serving on a committee shall promptly notify the committee and Board chairpersons so that a replacement may be provided in order to expeditiously carry out the committee's business.

An individual's appointment to a committee may be terminated at any time at the Board Chairperson's discretion in consultation with the Superintendent and the committee chairperson.

Standing Committees

Standing committees are established to perform a continuing function in order to facilitate the Board's decision-making process in a particular area of operation. They usually remain in existence indefinitely, although the membership of the committee may change.

Standing committees will consist of no less than three and no more than five Board members and other non-Board members as specified in the committee charter. Other Board members may attend committee meetings and participate in the discussion; however only the committee's assigned Board members may participate in any votes.

The Board Chairperson, after considering requests from the other Board members, shall assign Board members to each standing committee and shall appoint one Board member to serve as the committee's chair.

Modifications to the charter for a standing committee may be approved by a majority vote of the Board during a regular or special meeting without requiring a second reading.

Special Committees

Unless otherwise directed by the Board, special committees, also known as *ad hoc*, temporary or advisory committees, are appointed to perform a specific task in a prescribed amount of time and are discharged when the task is completed. Special committees are fact-finding, deliberative and advisory bodies that submit reports and recommendations to the Board on specific issues. Special committees may also be appointed to oversee the accomplishment of a specific project.

Special committees may include non-Board members, usually people with experience, knowledge or interest in particular issues.

The "charge" or instructions given to a special committee, in order to be sure that the Board's intent and expectations are clear, shall include the following:

1. The purpose of the committee, the specific issue(s) for study, and/or the scope of the committee's activity;
2. The composition of the committee, including designation of voting and non-voting members if applicable (the Board should also specify whether the committee chair is to be

- appointed by the Board Chairperson or selected by the members of the committee);
3. The length of time each member is expected to serve;
 4. The specific authority granted the committee by the Board (e.g., advisory only, ability to authorize payment of invoices related to a construction project, etc.);
 5. The resources the Board will provide to assist the committee in completing its task;
 6. The expectations regarding the committee's relationship with the Board, the Superintendent, District personnel, and other agencies (e.g., Town Council committees, state and/or federal agencies, etc.);
 7. The designation of the individual who will be responsible for providing information to the public concerning the committee and its work (i.e., authorized spokesman);
 8. The time and place of the first meeting;
 9. The timeline for specific activities to be accomplished and when progress reports are to be made to the Board and/or other agencies; and
 10. The date, and/or completion of a specific task, upon which the Board expects to receive a final report or recommendation and dissolve the committee.

The participation by the public or by other Board members (i.e., those not assigned to the special committee) in discussions held during the committee meeting will be at the discretion of the committee's chairperson.

The Board recognizes that, in certain instances, a special committee mandated by state and/or federal law or Department of Education regulations may be required to deviate from any or all provisions of Board policy. Any such deviations shall be identified when the Board establishes the committee and shall be reflected in the Board's instructions to the committee.

Liaisons

BOARD LIAISONS

The Board also has the opportunity to provide representation on other district, town and regional boards and committees. Board liaisons to these committees have the responsibility to:

1. Participate, as appropriate, in the committee's activities.
2. Provide input to these committees that represents the perspective and requests of the Board of Education.
3. Periodically provide a summary of the advisory committees' activities to the Board.

The liaison to the LEARN Board is required to be a voting member of that Board and has the responsibility to represent the Ledyard Board of Education in any votes that may be required. Liaison activities do not allow the expenditure of Board Funds without prior approval of the Board.

Legal Reference:

Connecticut General Statutes, Title 1, Chapter 14 – *Freedom of Information Act*

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Revised: August 21, 2013

Regulation Approved: April 16, 1997

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LEDYARD PUBLIC SCHOOLS

Ledyard, Connecticut