

## **BOARD COMMITTEES**

The Board shall operate as a committee of the whole and shall not have standing committees. By vote of the Board, ad hoc/**advisory** committees may be appointed by the ~~chairperson~~ **Board** for a specific purpose and for a specific time to investigate and report to the whole Board for its information and action.

Members appointed by the ~~Chairperson~~ **Board** to serve as liaison with, or delegate to, any other organization shall not commit the Board to any course of action unless specifically empowered to do so by the Board as a whole.

## ESTABLISHING TEMPORARY ADVISORY/AD HOC COMMITTEES TO THE SCHOOL BOARD

Advisory committees contribute much toward improved education, are an asset to the School District and benefit the community as a whole.

Since the School Board's responsibilities educationally are all encompassing, the Board may appoint members of the community to assist the Board with researching a particular area of need of the School District.

The School Board shall publicly announce the formation of the study group, task force, or ~~other citizen's committee specifying where to apply.~~ **Applications to become a member will be available on the District's website and at the DO. The Board shall set a deadline for acceptance of applications. All applications must be mailed or emailed to the School Board. The Board may choose to hold some interviews after reviewing the applications.**

The School Board shall **review all applications prior to appointing committee members, and may appoint a Chairman to the committee (Refer to Policy BCFD). The Board shall appoint 5-11 members (the specific number shall be at the board's discretion).** Any employee of the School District may be a member of the committee but only Londonderry residents may vote. **Employees must apply to be a member.**

A specific Charge, outlining the committee's duties and responsibilities, shall be developed by the Board. **The charge shall be announced to the public, prior to accepting applications.** The committee is encouraged to examine the charge and seek clarification.

The Board shall assign one of its members to serve as a liaison to the committee. The liaison does not have a vote on the committee **and shall not be considered a member of the committee.**

**The committee shall elect a chair,** vice chair, and secretary.

**The Chair shall be responsible for running the meetings, and keeping the Board informed on any progress.**

**The Secretary shall be responsible for taking the minutes of the meeting and forwarding them to the DO. The minutes shall include, at a minimum:**

- A list of member's present.
- Time and location of the meeting.
- Persons appearing before the committee, if any.
- A brief description of the subject matter discussed and final decisions.
- Names of members who made or seconded motions.
- Any votes taken.

The minutes shall be available for public inspection not more than 5 days after the meeting and shall be posted on the DO website as soon as possible, after their approval.

The committee will hold regular public meetings in compliance with RSA 91: A, Access to Public Records (BDC-E) which shall include, but is not limited, to the following:

- Notice of meeting, including time, place, and agenda shall be posted on the School District website, blog, and Facebook account. Notice shall be posted 3 days in advance, when possible, but never less than 24 hours.
- The meeting shall be recorded and made available on you tube.
- The public and public comment shall be allowed at all meetings.
- The meeting shall not be held without a quorum being physically present at the posted meeting location.
- A list of all committee members shall be available on the DO website.

In order to keep unanimity in the committee, any member who misses three (3) consecutive meetings without explanation will cease to be a member of the committee.

When a committee has completed its charge and no other services are needed, as determined by the Board, it shall be discharged.

LONDONDERRY SCHOOL BOARD

Adopted: February 28, 1989

First Reading to Amend: May 23, 2023

**Note: We need to update BDC-E to a copy of the current statute as it has been amended many times since 1989.**

**Red is additional wording Black wording is original policy**

**Black wording with strike thru is original policy**

**Yellow highlight is special areas of concern**

## AD HOC COMMITTEES

Whenever the Londonderry School Board appoints AD HOC Committees to examine problems (or needs), the following stipulations shall guide the committees.

The number of committee members shall be determined by the School Board with each member appointed to a term not to exceed three years. Applications for subsequent terms shall be submitted to the superintendent and reviewed for action by the School Board.

Each Ad Hoc Committee may consist of representation from the School building parent groups, the administration and a liaison from the School Board. In order for a parent to represent a given school, he/she must have a child attending that school. All other members shall be appointed at-large.

Each newly appointed committee shall:

- a. elect a chairperson
- b. post each meeting
- c. keep minutes
- d. forward copies of the minutes to the superintendent who shall share same with the School Board.

Each Ad Hoc Committee shall be issued a CHARGE which shall spell out terms of its membership, their specific role and responsibilities.

Any committee member who fails to attend three consecutive meetings (without explanation) shall be replaced by the Board. The chairperson shall inform the superintendent of replacements as needed.

Individuals interested in being considered for appointment to a committee should complete an application form available in the School District Office.