

## REGIONAL SCHOOL UNIT NO. 18

**File: BDF**

### BOARD AD HOC COMMITTEES

The Board may establish ad hoc committees to perform specific functions. Ad hoc committees may study particular problems or issues and make reports and/or recommendations to the Board, but may not act for the Board.

Ad hoc committees may include individuals who are not elected members of the Board, but each ad hoc committee shall have at least one Board representative.

The Board will consult with the Superintendent before establishing or dissolving any ad hoc committee. The number of members, the composition of each ad hoc committee, and the selection of members will be determined by the Board, in consultation with the Superintendent based upon the purpose of the committee.

The scope and authority of any ad hoc committee shall be limited to that assigned to it by the Board. The Board is in no way obligated to follow ad hoc committee recommendations.

Unless given a new assignment by the Board, an ad hoc committee shall be dissolved promptly upon completion of its task. An ad hoc committee may be dissolved at any time by Board action. No ad hoc committee shall continue for a prolonged period without a specific assignment.

#### **Instructions to Board Ad Hoc Committees**

So that the Board's intent and expectations are clear, each ad hoc committee shall be instructed in writing concerning:

- A. The purpose of the committee, the specific issue(s) for study, and/or the scope of the committee's activity;
- B. The composition of the committee, including designation of voting and non-voting members, if applicable;

The ad hoc committee chair is to be appointed by the Board Chair.

- C. The length of time each member is expected to serve;

Ac Hoc Committee members must be appointed/re-appointed to the committees at the Board's annual organizational meeting. An Ad Hoc Committee exists until its report has been submitted to the RSU No. 18 Board or if the Board decides to end its charge.

- D. The role of the committee as being advisory only;
- E. The resources the Board will provide to assist the committee in completing its task;

- F. The expectations regarding the committee's relationship with the Board, the Superintendent and school unit personnel;
- G. The designation of the individual who will be responsible for providing information to the public concerning the committee and its work;
- H. The time and place of the first meeting;
- I. The timeline for progress reports to the Board and/or other activities;
- J. The date on which the Board expects to receive a final report or recommendations and dissolve the committee.

All ad hoc committee meetings are open to the public except as may otherwise be provided by law. Committee reports and minutes of ad hoc committee meetings, if prepared, are public information subject to the Freedom of Access Law.

Notice of ad hoc committee meetings shall be provided in a manner consistent with the Board's policy and practice concerning notification of Board meetings.

The Board recognizes that any ad hoc committee mandated by state law or Department of Education regulations may require deviation from any or all of the provisions of this policy. Any such deviations shall be identified when the Board establishes such a committee and reflected in the Board's instructions to the committee.

Legal Reference: 1 M.R.S.A. § 401 et seq.

Date of Adoption: March 26, 2009