

POLICY ON COMMITTEES

The Lanikai School Board may establish standing and *ad hoc* committees. The general purpose of committees is to make recommendations to the board. Committees may take such actions as their members deem necessary to develop recommendations.

1. Standing Committees

Standing committees are permanent committees that relate to the ongoing governance of the school. Standing committees include but are not limited to the following:

- Enrollment
- Executive
- Facilities
- Finance
- Health & Safety
- Strategic Planning
- Policy

2. Ad hoc Committees

Ad hoc committees are established from time to time for specific purposes and are disbanded when they have fulfilled their purposes.

3. Written Description.

Each committee shall prepare a written description of its purpose, composition, and responsibilities. This description shall be submitted to the executive committee and maintained by the secretary of the board.

4. Membership

Committee members and committee chairs are annually appointed by the executive committee of the board on the basis of their expressed interest or expertise. Members may be drawn from the LEPCS community: teachers, staff, parents, board, and the community at large. If possible, one board member shall serve on each standing committee.

Persons may withdraw from a committee by written notice to the executive committee. Members who fail to participate in a productive manner may be removed by the Executive Committee.

5. Responsibilities of Committee Chairpersons to Board of Directors

A committee chairperson has certain responsibilities to the board:

- communicating committee recommendations to the board
- ensuring that a written committee activity report is delivered to members as prescribed by the board so that members may review it before the monthly board meeting
- directing the committee to carry out board directives
- preparing an annual committee report for the board.

6. Committee Meetings

- Meetings are scheduled in advance through the school year.
- Committee meetings are open to observers. Committee chairpersons may allow observers to contribute to the discussion.
- Only committee members may vote.
- The chairperson schedules meetings, sets meeting agendas, conducts meetings, and ensures that accurate notes are kept of committee decisions and recommendations.
- A vice-chair or chairperson's designee may carry out the functions of the chair if the chair is unable to do so.

Adopted 12/12/07

Amended 1/9/08

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