

Section 1000: Board Bylaws

The Board may establish such standing, ad hoc, and advisory committees as it deems necessary. The Board and the Superintendent shall collaborate to identify and establish such standing, ad hoc, and advisory committees as it deems necessary. The type and function of each committee shall be dictated by the needs of the District for the special services of such committee and may include such duties including deliberating, making decisions/recommendations or taking other actions specifically authorized by the Board. Each Board committee shall be convened by a chairperson who shall report for the committee and shall be appointed by the President. A member may request or refuse appointment to a committee. Refusal to serve on any one committee shall not be grounds for failure to appoint a member to another committee. Each committee shall organize itself with assistance from the Superintendent or designee. The Superintendent or designee shall provide appropriate District material to each committee. Board Committees must comply with the relevant portions of the Open Meetings Act. A committee may meet in closed session for purposes permitted under the Open Meetings Act.

The Superintendent shall appoint a staff person to support the work of each committee. The staff person shall keep the Superintendent informed of the activities of the Committee. Minutes are tools of communication to the public and Board.

The Board may dissolve any committee at any time.

The following principles will apply to all Board of Education Committees:

- a. The purpose of a committee is to facilitate the work of the Board in achieving its mission (Cf. 1015). Specific tasks will be referred to committees by the Board President, Superintendent, or the Board of Education.
- b. Board committees will develop policy and program proposals with assistance from assigned administrative staff as well as review legislative matters relating to the charge of the assigned committee.
- c. Board committees will listen to constituent comments on proposals.
- d. Board committees will submit recommendations to the Board regarding policies and proposals appropriate to the mandate of the committee.
- e. Board committees will not interfere with the work of the Board.

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- f. Board committees will not speak or act for the Board except when formally given such authority for specific and time-limited purposes; e.g. Expulsion Appeal Hearing Committees.
- g. Board committees may not exercise authority over the staff.
- h. Committee meetings will be posted in accordance with the Open Meetings Act.
- i. Reports of committees of the Board will contain information items and recommendations for actions by the Board. Standing committee reports can contain a recommendation for action only when it is agreed to by a majority vote of the members of the committee at a meeting of the committee. In the event of a tie vote regarding a recommendation for action, the item for recommendation shall be brought forward to the full Board for discussion and consideration at its next regularly scheduled meeting or special meeting called for the purpose of considering such item(s).
- j. Quorum for all committees shall be considered a majority of the membership assigned to the committee.

Standing Committees

The Board shall have three standing committees:

1. City Board Liaison Committee
 2. Committee of the Board
 3. Finance Committee
- a. Committee Charges:
- City Board Liaison Committee: This committee is a joint committee with the City of Grand Rapids. This committee shall work with the City of Grand Rapids to ensure collaboration between the District and City on projects of mutual interest.
 - Committee of the Board: To be more efficient, the Board has combined three prior standing committees into the Committee of the Board. This committee shall include the following prior standing committees:
 - Academic Achievement Committee: This committee shall review matters related to the educational programs of the school district and make recommendations to the full Board, when appropriate.

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- Legislative Committee: This committee shall establish and review, with the assistance of the superintendent, the Board of Education's national and state legislative agenda, and make recommendations to the full board, when appropriate. Policy Committee: This committee shall review and recommend policy creation, modification, or elimination to the full Board, consistent with legal requirements and the goals and objectives of the Board and the district.
- Finance Committee: This committee shall review financial and operational matters of the school district and the Board of Education and make recommendations to the full Board, when appropriate. The Finance Committee shall be responsible for preparing a proposed budget for the Board of Education in accordance with District Policy 3100. Committee Membership

Each standing committee shall consist of a chairperson and three (3) additional members *selected* from the Board, excluding the Board President. The Board President shall serve as the alternate for each of the standing committees. Appointments will be made by the President of the Board by January 31st of each year.

c. Meetings

The committee chairpersons shall set a schedule of meetings for the year. The committee meeting schedules will be posted by the Secretary of the Board (or Assistant to the Board).

Ad Hoc and Advisory Committees

The Board of Education or the President of the Board may authorize the appointment of Ad Hoc (temporary) and Advisory committees. Ad Hoc or Advisory Committees shall have a membership selected by the Board President with a total of not less than three (3) members and no more than four (4) members with one member from the Board selected as an alternate. The Board President shall select the Committee Chair for any Ad Hoc or Advisory Committee.

- a. Ad Hoc or Advisory Committees shall serve for a specified purpose and shall

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serve until all necessary reports have been formally received by the Board of Education or until the next annual organizational meeting.

- b. Appointment of Ad Hoc and Advisory Committees shall be reported at a business meeting of the Board.
- c. Ad Hoc and Advisory committees will operate according to the same principles as standing committees.

The Superintendent shall assign such school personnel to assist the committee in its study as the situation warrants. The Superintendent shall exercise discretion in providing such personnel.

At the request of the committee or at the discretion of the Superintendent, the Superintendent shall make available to the committee such material as the situation warrants and as may be available at reasonable times and at a reasonable cost.

At the request of the committee or upon the initiative of the Board, limited financial assistance may be given to the committee. The Board may request committees to submit budget requests to the Board for approval.

As directed by the Board or upon the initiative of the committee, the committee shall make reports to the Board. The Board shall be furnished with the minutes of each meeting of the committee within ten days following each such meeting. All minutes of said committee will be filed with the Secretary of the Board. Each committee shall submit a report of its activities and accomplishments to the Board at least once every three months.

Whenever, in the opinion of the Board, there is no longer any need for an advisory committee created by the Board, the Board shall dissolve such committee by appropriate Board action. Each member of the committee shall be notified of the Board's action. No committee appointment shall exist longer than one year unless re-appointed by the Board.

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LEGAL REF: MCL 15.263; 380.11a; OAG, 1977-1978, No 5183, p 21 (March 8, 1977); OAG, 1977-1978, No 5183-A, p 97 (April 18, 1977); OAG, 1977-1978, No 5286, p 403 (March 31, 1978); *Schmiedicke v Clare School Board*, 228

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