

Board Policy Document

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## **BOARD OF DIRECTORS**

### ***Series 200***

**Policy Title: Board Committees**

**Code Number: 203.1**

The Board shall act as a committee of the whole. The Board may establish standing committees in order to further its business.

Ad hoc committees may be created by a majority of the Board to carry out specific functions where deemed advisable and expeditious. Such committees shall be disbanded upon completion of their assignments.

Committees shall have no power to commit the Board or District to any course of action, except as specifically directed by the Board. They may act only in a deliberative, advisory or investigatory capacity. All recommendations of committees shall be presented and acted upon by the Board at regular or special Board meetings. Written recommendations by the committees shall be included in the Board packet along with rationale and pertinent information.

Public notice shall be given for all Board committee meetings in accordance with established procedures and requirements of law.

A complete and accurate set of minutes for each committee meeting shall be recorded under the direction of the committee chairperson.

Minutes shall include:

1. A record of all actions taken by the committee, including the vote thereon.
2. A summary of discussion as related to information used to help make determinations.

First Adoption: October 13, 1992  
Revision Adoption: January 27, 1998/April 12, 2005  
Legal Reference:

Board Policy Document

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Written minutes of each meeting shall be prepared as soon as possible. Copies of the minutes shall be provided to the committee members for their approval.

Copies of approved committee meeting minutes will go to all Board members for their information and will be filed in the Board Secretary's Office. Committee minutes will not be published.