

Sedgwick School Committee
Policy Number 2.04
Adopted: 1/21/14
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Revised: 11/6/23

(NEPN/NSBA Code: BDE)

SCHOOL COMMITTEE STANDING COMMITTEES

The School Committee believes that standing committees can be useful to its decision-making process and in the transaction of School Committee business. The School Committee may establish such standing committees as it deems necessary to facilitate school unit governance and address ongoing school unit needs. A standing committee has only such authority as specified by the School Committee.

All standing committees shall be comprised of less than a majority of the School Committee.

All standing committee meetings are open to the public except as provided by the Freedom of Access Law and the Municipal Public Employees Labor Relations Law.

Establishment and Functions of Standing Committees

The following provisions apply to the establishment and functions of standing committees:

- A. All standing committees shall be established by vote of the School Committee. A motion to establish a standing committee shall state the purpose and responsibilities of the committee (the “charge”) and set the number of members comprising the committee.
- B. The School Committee Chair will appoint members to a standing committee from among the membership of the School Committee. For existing standing committees, appointments will be made at or as soon as practicable after the School Committee’s annual organizational meeting.
- C. The School Committee Chair may also make appointments to standing committee vacancies that occur prior to the School Committee’s next organizational meeting.
- D. The term of appointment to a standing committee shall be until the next organizational meeting.
- E. Each standing committee will elect its own chair.
- F. The School Committee Chair and Superintendent shall be ex officio (non-voting) members of all standing committees.
- G. Any School Committee member may attend standing committee meetings, but only appointed members of the committee may vote.

- H. Except as authorized by law or School Committee action, a standing committee may research issues and make recommendations for School Committee action, but may not act for the School Committee.
- I. The standing committee shall report its findings and/or recommendations to the School Committee. All committee materials distributed to the public that contain information on matters to be decided by the voters, must first receive School Committee approval.
- J. A standing committee may be abolished at any time by a vote of the School Committee.
- K. The number of members on a standing committee and/or the responsibilities of a standing committee may be modified at any time by a vote of the School Committee.
- L. Any member of the standing committee who is absent from three consecutive meetings without committee approval will not continue as a member of the committee.
- M. The School Committee Chair shall be notified of all standing committee meetings.
- N. School Committee members may serve on standing committees on a voluntary basis, as appropriate, however, each standing committee must have at least one School Committee member.
- O. Standing committee membership may include members of the public who match criteria established by each standing committee and approved by the School Committee. Members of the public serve in an advisory capacity only and do not have votes on standing committee actions.

Authorization/Appointment of Standing Committees

The School Committee shall have the following standing committees: Policy, Finance, and Facilities Committees.

The School Committee may establish other standing committees it deems necessary in accordance with this policy.

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