

**BENJAMIN FRANKLIN CLASSICAL CHARTER PUBLIC SCHOOL  
POLICIES AND PROCEDURES**

**NO. 0024**

**Title: Committee Formation**

**Effective Date: May 9, 2013**

**Submitted By: Governance Committee**

**Supersedes Date: June 17, 2010**

**Approved By: Board of Trustee**

**Rev. No: 3.0**

**1. Purpose**

- 1.1. The intent of this policy is to insure that all committees are created and function in a fair, consistent and effective manner; that the Benjamin Franklin Classical Charter Public School (BFCCPS) community understands they are encouraged to join and participate in committees by following this policy; and that committee members understand their obligations and responsibilities.

**2. Scope**

- 2.1. This policy applies to all committees established by the Board of Trustees. However, any provisions contained in other policies that guide the formation and activities of specific committees will take precedence over this policy.

**3. Definitions**

- 3.1. BFCCPS community shall be defined as all employees of BFCCPS, all parents and guardians of BFCCPS students; all Board of Trustee members; and all other interested individuals.
- 3.2. Task forces are responsible for the accomplishment of a specific charge issued by the Board of Trustees. They have a specific limited purpose and duration.
- 3.3. The school newsletter is a weekly collection of announcements and calendar of events distributed by BFCCPS to all parents.

#### **4. General Policies**

- 4.1. This policy shall also apply to subcommittees and task forces.
- 4.2. Participating in a Board level committee is an opportunity for the BFCCPS community to make positive contributions to the decision-making process in the school. It is the intention of this policy to encourage participation from a broad cross-section of the BFCCPS community.
- 4.3. Members of committees must adhere to all laws and regulations that apply to the Board, including the Open Meeting Law provisions.
- 4.4. Members of committees must uphold duties of care and loyalty and avoid conflicts of interest. Specifically, committee members must avoid any involvement in committees that would bring any financial benefit to themselves or their extended family members. Members of committees must act in good faith and in the best interest of the school.
- 4.5. Once the Board has voted to form a committee, the President or his/her designee shall publish its purpose or charge on the school's website and in other school media.
- 4.6. The Board of Trustees shall set a fixed term for all non-standing committees.
- 4.7. The Board of Trustees shall define the term for all members of all committees, both standing and non-standing committees.

#### **5. Selecting a Committee Chairperson**

- 5.1. A committee chairperson must be a current Board of Trustee member.
- 5.2. The President of the Board of Trustees shall ask for volunteers for the current Board membership when selecting a committee chairperson.
- 5.3. The President with the concurring vote of majority of Board members, shall then appoint the chairperson based on the qualifications of the candidates, which may include specialized skills or interest, and in a manner that equitably distributes work among Board members.
- 5.4. The committee chairperson shall work with the Board of Trustees to further

define the purpose and goals of the committee, if necessary.

## **6. Selecting Committee Members**

- 6.1. The committee chairperson shall post all committee openings for a minimum of two weeks. The notice should include a clear description of the committee's purpose, the expectation for its members, any qualifications needed, the membership application deadline, and the chairperson's contact information.
- 6.2. All members of the BFCCPS community are strongly encouraged to participate on a committee.

## **7. Establishing the Committee Charter**

- 7.1. The committee chairperson shall create a committee charter at the start of each fiscal year or when the committee is initially formed. The charter should outline the group's purpose or charge; its goals; qualifications for membership; expectations of committee members; commitment to adhere to these policies; the committee meeting schedule; proposed committee members, both voting and nonvoting; and any tasks/projects planned for the year. The committee charter will be presented to the Board of Trustees for confirmation by a majority vote.
- 7.2. The Board shall consider the committee charter and its list of proposed committee members for confirmation. The confirmation of the charter and committee members acknowledges and records the formation of the committee and its official list of members. The committee is empowered to act pursuant to its charge following the Board's confirmation of its charter and members.
- 7.3. If additional committee members need to be added to an existing committee, the committee chairperson shall adhere to the selection and confirmation process set forth above.

## **8. Removing Committee Members**

- 8.1. The committee chairperson, the President of the Board, or a Board member retains the right to recommend to the Board that a member be removed from the committee, based on any of the following reasons:
  - 8.1.1. violating duties of care or loyalty, including conflict of interest;
  - 8.1.2. lack of involvement in committee discussions and/or work assignments;

- 8.1.3. refusal to participate in accordance with normal meeting decorum.
- 8.2. The committee chairperson must give the committee member under consideration for removal at least one week's notice and give the individual an opportunity to challenge the removal at the next regularly scheduled Board meeting. Advance warning may be waived if the President of the Board agrees that the reasons for removal warrant immediate action.
- 8.3. The committee chairperson may suspend the committee member under consideration for removal pending resolution by the Board.

## **9. Creation of Subcommittees**

- 9.1. The committee chairperson is empowered to create subcommittees as needed and shall select a qualified committee member to serve as the subcommittee chair. The committee chairperson specifies any particular skills needed for the role of subcommittee chair.
- 9.2. The committee chairperson may assign committee members to specific subcommittees to assure adequate distribution of skills and representation.
- 9.3. The subcommittee chairs work under the direction of the committee chairperson.
- 9.4. The committee chairperson and all subcommittee chairs are encouraged to work collaboratively to meet the goals of the committee.
- 9.5. The committee chairperson may remove a subcommittee member based on any of the following reasons:
  - 9.5.1. violating duties of care or loyalty, including conflict of interest;
  - 9.5.2. lack of involvement in subcommittee discussions and/or work assignments; or
  - 9.5.3. refusal to participate in accordance with normal meeting decorum.

## **10. Scheduling of Meetings and Reporting to the Board**

- 10.1. The committee chairperson is responsible for scheduling all meetings of the committee.

- 10.2. The committee chairperson is responsible for ensuring that all Open Meeting Law provisions are met, including advance notice in the school newsletter and on the BFCCPS website. Meetings should occur at BFCCPS. If another meeting location is selected, it must be accessible to persons with disabilities.
- 10.3. The committee chairperson is responsible for ensuring that minutes of each meeting and subcommittee meeting are documented and posted to the BFCCPS website, upon approval.
- 10.4. All subcommittee chairs are responsible for the duties set forth in 10.1 through 10.3, as they apply to their subcommittee.

## **11. Communications**

- 11.1. The President of the Board and the Head of School must approve all committee communications to the full BFCCPS community prior to distribution.
- 11.2. The Head of School must approve all committee communications to BFCCPS employees.
- 11.3. The committee chairperson must notify other committee chairpersons of committee actions or issues that may affect or relate to the responsibilities of other Board committees.

## **12. Committee Charge**

- 12.1. In the event that a committee chairperson believes that the original committee charge needs to be modified, the approval of the Board must be obtained before any significant actions are taken by the committee towards its modified charge.
- 12.2. Any committee member who believes that the committee is not following the charge defined by the Board must first discuss his/her concerns with the committee chairperson. The committee member may request the committee chairperson to schedule a special meeting of the committee to address the concerns. If the committee does not resolve the concern, a committee member may bring the issue to the attention of the President of the Board.

## **13. Dissolution of Committees**

- 13.1. Any existing committee can be dissolved before its term expires by a majority vote of the Board of Trustees.

- 13.2. The Board of Trustees shall confirm and record the dissolution of a committee by a majority vote.

#### **14. Applicable Forms**

#### **15. Related Policy & Procedures or Documents**

- 15.1 By-laws of the Benjamin Franklin Classical Charter Public School.