

0155.1 - Preamble to Board Committee Guidelines

No committee, or any individual committee member, has the authority to speak in the name of the Board or for the Board of Education, or to indicate in any manner that any committee recommendation may in any way bind the Board. The committees' responsibilities are only to investigate, report and recommend.

Membership - Meetings and Reports

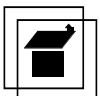
Each committee shall be comprised of four members of the Board and one or more members of the central administration. The President of the Board shall appoint the chair of the committee. The committee may invite staff members or other individuals to meetings when needed.

Meetings shall be called by the chair, who shall preside. In the absence of the chair, the other members may conduct a meeting and submit a report of the proceedings to the chair. No meeting of a committee may exceed four Board members except when called as a public meeting.

Since the proceedings of the committee are consultative and deliberative, it is the intent of the Board to have the proceedings remain confidential until committee reports are made available to the public. Where the subject matter of the committee involves subjects that would constitute exceptions to the Open Public Meetings Act if the committee meeting was subject to the Open Public Meetings Act, the committee shall not disclose information on the proceedings of the committee to the public, except to the extent that it may be necessary for public action by the Board of Education.

Reports of each committee meeting shall be made to the full Board and the public in a timely manner. Written reports shall be included in the next Board packet. Additional confidential reports will be supplied to the Board when necessary. Generally, committee reports will not be read at public meetings. Committee reports shall be made available to the public at the next Board meeting.

The committees shall perform their assigned responsibilities and any other duties as may be assigned by the President.



POLICY

MILLBURN TOWNSHIP BOARD OF EDUCATION

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Revised & Adopted: 12 November 2012

