

# MSAD 35 BYLAWS: ARTICLE

## VIII - Committees

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#### **Sec. 1 - Standing Committees:**

Standing Committees shall be formed at the Board's yearly organizational meeting. Membership of the Standing Committees shall consist of the Superintendent, and Board members. Committee membership shall be discussed and elected by the Board.

MSAD 35/RSU 35 currently has four Standing Committees:

#### **A - Facility and Finance Committee:**

Facility and Finance Committee: Shall review facilities needs of the District, review and approve warrants and make financial recommendations.

1. A monthly financial statement shall be prepared by the Superintendent after the close of the last warrant of the month. This report shall contain reports of expenditures in all codes, all receipts and a justification of balances.
2. A member of the Finance Committee and the District Treasurer shall sign all warrants.
3. Members who will serve on the Facility and Finance Committee as advisors may include others designated by the Superintendent.

#### **B - Negotiations Committee:**

Negotiations Committee: Shall represent the Board in all negotiations with contracted employees of the District.

1. Members who will serve on the Negotiations Committee as advisors may include others designated by the Superintendent.

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#### **C - Educational Policy Committee:**

Educational Policy Committee: Shall review policies and make recommendations to the full Board regarding revisions or new policy adoptions.

1. Members who will serve on the Educational Policy Committee as advisors may include staff representatives, a representative from the QEA, administrators and others designated by the Superintendent.

#### **D - Wellness / SEL Committee**

Wellness / SEL Committee: Shall represent the Board and provide updates and recommendations to the full Board regarding Wellness and Social and Emotional Learning initiatives in the district.

1. Members who will serve on the Wellness / SEL Committee advisors may include staff representatives, administrators and others designated by the Superintendent.

### **Sec. 2 - Advisory Committees:**

#### **A - Formation:**

Advisory Committees may be formed from time to time as the Board wishes as special needs arise. At the time of the Advisory Committee's inception the Board shall determine:

1. Its purpose;
2. Duration;
3. Role;
4. The resources the Board intends to provide;
5. Approximate dates for reporting to the Board Chair or liaison, if necessary or able to determine at inception; and
6. Membership of the Committee, if necessary.

#### **B - Role of Advisory Committee:**

1. Advisory committees should serve at the pleasure of the Board.
2. Advisory committees should be appointed primarily to advise the Board. In general, individual members of such committees should not be requested to perform specific services for the Board.
3. The Board should seek the advice of the Superintendent before establishing or dissolving any advisory committee.
4. Specific topics for study or well-defined areas of activity should be assigned in writing to each committee immediately following its appointment.
5. Upon completing its assignment, each advisory committee should either be given new charges or be dissolved promptly. No committee should be allowed to continue for prolonged periods without a definite assignment.
6. Each advisory committee should be instructed as to:
  - a. The role of the committee being advisory only;
  - b. The resources the Board intends to provide in order to help it complete its task;
  - c. The approximate dates on which the Board wishes reports to be submitted;

- d. The time and place of the first meeting;
- e. Its relationships with the Board as a whole and with members of the professional staff; and
- f. The approximate date on which the Board wishes to dissolve the committee.

Article VIII Revised: September 6, 2006, July 14, 2010, August 29, 2012, August 27, 2014, October 20, 2021

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