

## BOARD STANDING COMMITTEES

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The River East Transcona School Division has adopted a committee system to facilitate effective operations.

- (1) Committee chairs shall be selected annually at the inaugural meeting.
- (2) The members of each committee shall, for the ensuing year, be agreed upon after informal discussion and voluntary participation of the members of the board. If this process should fail, then the membership of the committee shall be more formally selected by the board.
- (3) Each Standing Committee shall consist of four trustees (chair and three trustee members).
- (4) Standing committees will have a permanent life until the committee is discontinued through a change in board policy or regulation. The standing committees of the board shall be:
  - (a) Finance, Facilities and Transportation;
  - (b) Negotiations;
  - (c) Program, Policy Review and Personnel.
- (5) The board shall fix the terms of reference and scope of each standing committee.
- (6) The chair of the board and the superintendent shall be ex-officio members of all standing committees except negotiations, in addition to trustees assigned in (1) and (2) above.
- (7) Only trustee members appointed to any standing committee shall have the right to vote at standing committee meetings. Any other trustee may attend any meeting of any standing committee, except for Negotiations, as an observing, non-voting participant.
- (8) The board may, when appointing any standing committee, appoint a substitute to act in place or stead of any regular member of such committee, in case such regular member may be ill or absent from the school division.
- (9) Simple majority of members of a committee shall form a quorum. If there is no quorum present thirty minutes after the time appointed for the meeting, the committee chair shall call the meeting adjourned.

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- (10) The board may appoint non-elected resident electors of the division to its committees for a specific period of time to assist in the undertaking of a specific task. The non-elected resident elector will not have voting privileges.
- (11) No standing committee has the authority to bind the board to any decision or commitment. All committee recommendations require board approval before such recommendations take effect unless authority to effect some action, decision or commitment has been previously conveyed from the Board to the committee.
- (12) Where appropriate and necessary and with respect to their particular areas of jurisdiction, all standing committees shall:
  - (a) report, consider and/or make recommendations to the board or at the board's request, concerning matters referred to them by the board;
  - (b) act as a representative group of the board.
- (13) Special meetings of a standing committee may be called by the committee chair whenever he/she shall consider it necessary to do so, and it shall be his/her duty to summon a special meeting of the committee whenever requested in writing to do so by a majority of the members of the committee.
- (14) The superintendent shall assign at least one assistant superintendent to each committee in addition to the secretary-treasurer. The secretary-treasurer shall be responsible for keeping, or causing to be kept, minutes of committee meetings and will assist the chair of the committee in preparing the agenda.
- (15) Minutes of standing committee meetings will be routinely reported to the board.

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