

## **RSU 63**

- a. NEPN/NSBA Code:** **BDF**
- b. Title:** **Board Advisory Committees**
- c. Author:** **Board of Directors**
- d. Replaces Policy:**
- e. Date Approved:** **04/26/2021 RSU #63**
- f. Previously Approved:** **04/28/2014**
- g. Policy Expiration:** **Review as Needed**
- h. Responsible for Review:** **Board of Directors**
- i. Date Reviewed:** **04/12/2021 Policy Committee**  
**04/09/2021 Superintendent**
- j. References:** **1 MRSA § 401 et. seq.**
- k. Narrative:**

The RSU 63 Board of Directors (the Board) may establish advisory committees to perform specific functions. Advisory committees may study particular problems or issues and make reports and/or recommendations to the Board, but may not act or vote for the Board. Advisory committees may include individuals who are not elected members of the Board, but each advisory committee will have at least one Board representative.

- I.** The Board may consult with the Superintendent before establishing or dissolving any advisory committee. The number of members, the composition of each advisory committee, and the selection of members will be determined by the Board, in consultation with the Superintendent based upon the purpose of the proposed committee. The Board may wish to encourage representation of diverse populations and/or interests.
- II.** The scope and authority of any advisory committee will be limited to that assigned to it by the Board. The Board is in no way obligated to follow the advisory committee's recommendations.
- III.** Unless given a new assignment by the Board, an advisory committee will be dissolved promptly upon completion of its task or will automatically dissolve after submitting its final report or recommendation.
- IV.** Instructions to an Advisory Committee will include:
  - A.** The purpose of the committee, the specific issue(s) for study, and the scope of the committee's activity;
  - B.** The first agenda of the advisory committee will be drawn up by the Chairperson of the Board; all succeeding agendas will be drawn up by the members of the advisory committee at the end of each meeting for the next meeting;
  - C.** The composition of the committee, including voting and non-voting members;
  - D.** The length of time each member is expected to serve (time or subject);

- E.** The role of the committee as advisory only;
  - F.** The resources the Board will provide to assist the committee;
  - G.** The expectations regarding the committee's relationship with the Board;
  - H.** The designation of the group's spokesperson;
  - I.** The time and place of the next meeting;
  - J.** The timeline for progress reports to the Board;
  - K.** The date the Board expects to receive a final report or recommendations, and the dissolution of the committee.
- V.** All advisory committee meetings are open to the public except as otherwise provided by law. Committee reports and minutes of advisory meetings, if prepared, are public information subject to the Freedom of Access Law (refer to Policy KDB). Notification of advisory meetings will be provided in a manner consistent with Board policies and practices concerning notification of Board meetings.
- VI.** The Board recognizes that any advisory committee mandated by state law or Department of Education regulations may require deviation from any or all of the provisions of this policy. Any such deviation will be identified when a Board establishes such a committee and will be reflected in the Board's instructions to the committee.