

# AD HOC COMMITTEES CREATED BY THE BOARD

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At its discretion, the School Board may establish ad hoc committees to perform a specific function determined by the Board. An ad hoc committee under this policy shall have a defined membership and may include, exclude, or consist entirely of individuals who are not Board members. This policy is not intended to apply to groups with effectively unlimited participation, loosely constituted groups having a fluid and undefined membership, or to work teams or similar groups created or called together at the discretion of the administration as part of the day-to-day work of the operation of the District.

Ad hoc committees created by the Board shall generally be deliberative and advisory in nature. Therefore, unless acting with authority that has been expressly and unambiguously delegated to the committee by applicable law or by the Board, ad hoc committees shall have no power to take official action in place of the Board or to otherwise commit the Board or District to any specific course of action or expenditure of funds.

Members of an ad hoc committee will be appointed by the Board by a standard majority vote, except where a different process is expressly established by law, by Board policy, or by a Board decision at the time the Board creates the committee. Prior to making appointments, the Board may request nominees from one or more sources. The Board retains discretion to add, remove, or change appointees to any ad hoc committee at any time. The Board similarly retains discretion to either fill or not fill any vacancy on an ad hoc committee. Unless expressly appointed to a date-bound term of office that expires prior to the committee being dissolved, appointees to an ad hoc committee will normally serve until the committee is dissolved.

An ad hoc committee is dissolved upon the earlier of (1) reaching any dissolution date established by the Board; (2) the completion of the committee's assigned task(s) and the delivery of any final report or recommendation to the Board; or (3) any decision of the Board that otherwise dissolves the committee.

A quorum of an ad hoc committee shall consist of a majority of the appointed members of the committee. In the event a meeting is called but no quorum is reached, those members who are in attendance may gather information about and discuss matters related to the intended subject(s) of the meeting, but no motions shall be made and no votes or other official action shall be taken.

A chairperson and alternate chairperson for each ad hoc committee will normally be expressly designated in the committee appointment process. However, if no chairperson and/or alternate has been designated, the committee shall select its own chairperson and/or alternate at its first meeting. Except as otherwise specified by the Board in connection with a specific committee, the chairperson of an ad hoc committee shall have the same duties and responsibilities as the chairperson of a Board standing committee.

Subject to any more specific directive of the Board, the District Administrator shall either personally serve as or designate another staff member to serve as an administrative liaison to each ad hoc committee. Such liaison shall normally attend the committee's meetings. The ad hoc committee itself may schedule its meetings, and the chairperson may also call a meeting of the committee with notice to the other committee members.

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Notice of ad hoc committee meetings shall be issued in accordance with state law requirements and any applicable Board policy. When appropriate, such notice shall include a statement to reflect that a quorum of the Board may be present at the committee meeting, that such committee meeting may, therefore, also constitute a meeting of the Board for purposes of the Open Meetings Law, but that the Board will take no action as a governmental body at such committee meeting.

In connection with creating an ad hoc committee that includes appointed members who are not Board members, the Board or its designee shall provide each person appointed to the committee with a written set of Board-approved guidelines which will include at least the following:

1. A statement of the charge of the ad hoc committee and the services the Board wishes the committee to render (e.g., identifying any known deliverable(s) or specific recommendation(s) that the Board expects the committee to produce);
2. A clarification as to whether the specific committee's role is solely deliberative and advisory (e.g., researching an issue, identifying and evaluating options, and/or formulating a recommendation), or whether the Board has expressly delegated some other specific authority to the committee that allows the committee to take some official action on the Board's behalf;
3. The identification of an approximate timeline for the completion of tasks and for the delivery of any interim progress reports; and
4. A notice that such committees are subject to the Wisconsin Open Meetings Law, and that the records of the committee are subject to possible public inspection to the extent provided by Public Records Law.

## Legal References:

### Wisconsin Statutes

<a href="#">Section 19.83</a>	[public meetings]
<a href="#">Section 19.84</a>	[public notice of meetings]
<a href="#">Section 19.85</a>	[exemptions to open meetings]
<a href="#">Section 19.89</a>	[exclusion of board members from meetings]

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