

<h1>SEVEN GENERATIONS CHARTER SCHOOL</h1>	SECTION: LOCAL BOARD PROCEDURES
	TITLE: 012 – GUIDELINES FOR COMMITTEE COMMUNICATIONS
	ADOPTED: February 23, 2016
	REVISED: March 27, 2018

Policy	<p>Much of the work of the school is done in a variety of committees. These committees may be permanent or may be ad-hoc in nature. However, any results from committee investigations and/or deliberations ultimately comes back to the Board. The below guidelines are meant to guide the format of this communication.</p>
Guidelines	<p><i>Communications within the Committee</i></p> <p>Committees function on behalf of the Board, therefore all Board members should be copied on email communications within the committees. Messages received by the committee chair that are not copied to the full Board should be forwarded upon receipt. Board members not on the committee should refrain from responding to these types of communications as it is for their information only. If a board member has ideas that would be helpful to the committee, the board member should send the ideas to the committee chair for his/her consideration, with a copy to the full Board.</p> <p><i>Communication from Committees to the Board</i></p> <p><u>Action</u> - There are some items which require board action. These include some important items such as large expenditures, as well some less important items which have been specifically designated to that committee. These items should still be discussed by the appropriate committee. They should be brought before the board <u>in the form of a proposal</u>. This proposal should be carefully worded so that it can be consented to without further wordsmithing (although the Board is certainly free to make any required changes to the proposal during their deliberations).</p> <p><u>Information</u> - There are other items which the Board should be made aware of, but about which no decisions need to be made. These should be presented as information items. It is important when presenting these items to do so in a fashion which makes it clear that they is for information only and to include the relevant facts which would answer questions that you expect to arise. It is also important to remember that the entire Board does not need a "blow by blow" account of all items which a committee may have discussed. Finally, it is important for each Board member to allow these committees to do their job and not request that they give this detailed account of their actions (if a Board member has such a burning desire to be a part of their discussions, they can join that committee or attend their</p>

Reference	<p>meetings!). If there are individual questions about the information presented (either orally or in the form of a handout) ask the presenter after the meeting. If, however, there is something being presented which the entire Board would benefit from discussing, then bring it up.</p> <p>Discussion - Finally, there are items which come up in a committee (a) which they feel unqualified to take action on, (b) which they are unable to come to agreement on so that they can present in the form of a proposal, or (c) which they feel that the entire Board would benefit from a discussion of. In these case, the committee would bring it up as a discussion item. However, it is expected that the number of these items would be limited.</p> <p>Regardless of the type of item, the item should be given to the agenda planning committee so that it may appear on the Board agenda in advance of the Board meeting.</p> <p>Policy 006</p>
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