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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 2320

**POLICY: BOARD COMMITTEES & TRUSTEE  
REPRESENTATION**

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## INTENT

### Board Committees

The Board will have no standing Board committees, although the Board may appoint standing District committees that include trustees as members. Any necessary Board committees will be ad hoc committees established for specific purposes, and a specific length of time. When the Board establishes an ad hoc committee, it shall determine its membership, (comprised solely of trustees) terms of reference and reporting date. An ad hoc committee may be a committee-of-the-whole Board.

Generally, committees appointed by the Board shall be fact finding, deliberative and advisory rather than legislative or administrative. Such committees shall report and make their recommendations only to the Board.

### Trustee Representation on Other Committees & Bodies

The presence of a trustee(s) on a staff committee, a non-Board appointed district committee or a non-school district body e.g. Boundary Health, Library Board, Municipal Planning, Kwantlen College, may be requested, expected or otherwise considered to be in the best interests of the Board of School Trustees. The Board Chairman shall appoint trustees to existing committees or bodies as soon as possible following the inaugural meeting of the Board and advise the Board of such appointments. The need for appointments arising subsequent to the inaugural meeting shall also be met by the Board Chairman with advice to the Board.

## ROLE OF TRUSTEES & CONDUCT OF BUSINESS

### Board Committees

Although by nature, committees provide a forum for deliberation that is less formal than Board meetings permitting more latitude in discussion, it is expected that meetings will be conducted in accordance with Robert's Rules of Order. Only trustees may vote. Minutes will be kept of the committee deliberations and administrative resource persons will participate as required. The Superintendent may assign a chief resource person to the committee. Any research and correspondence necessary for the work of a Board committee will be conducted by the resource person on direction of the committee.

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**Board Appointed District Committees** (Membership including trustees, staff &/or others)

- (1) The chairman will always be a trustee.
- (2) The committee will report to the Board on its activities and outcomes (recommendations, etc.) through its chairman.
- (3) Unless appointed by name to the committee by Board resolution, and given the right to vote, staff and others will act as resource persons.
- (4) The Board Chairman will be an ex-officio member of all committees, with full voting privileges.
- (5) The committee will function in a formal manner under Robert's Rules of Order - permitting the kind of free flowing discussion anticipated by Robert for committee work.
- (6) The committee will appoint a recorder who shall keep minutes of the committee's deliberations and conduct any correspondence as directed by the committee.
- (7) Decisions of these committees will always be in the form of recommendations to the Board.
- (8) All trustees will vote as they see fit when recommendations are dealt with by the Board.

**Trustee Representation on Other Committees and Bodies**

A. Staff Committees

Trustees appointed as above. Staff members will be appointed by the Superintendent or other member of management, if delegated, unless there is a specific position designated in regulations or an action by the Board.

- (1) Committee always chaired by a staff member.

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- (2) Meetings may be formal or informal. Variations might include:
  - (a) Voting (majority decision)
  - (b) Consensus (all agree)
  - (c) Chairman (staff member) makes all decisions subject to whatever higher authority governs.
- (3) Trustees will act purely as observers and advisors, always reserving the right (and obligation) to speak and vote freely when matters arising from the committee are taken to the Board. A trustee's commitment is, first and foremost, to the Board.
- (4) Decisions of the committee must always be made within the authority given (specific) or delegated (general) by the Board. If no prior authority, all actions require prior Board approval.
- (5) The committee chairman or staff member having responsibility, makes reports to the Board through the established Management structure.
- (6) The committee chairman (staff):
  - (a) Clarifies Terms of Reference
  - (b) Ensures notification of meetings are sent and appropriate minutes are kept.
  - (c) Provides all representatives with sufficient information to enable them to function as expected in their capacity as members of the committee.
  - (d) When there is voting or consensus, minutes must be kept and circulated to all members.

**B. Other Committees & Bodies**

Trustees appointed to other non-Board committees and, non-School District committees/bodies may or may not participate as voting members, depending upon the nature and purpose of their involvement. Their more common role will be as resource or liaison persons. Regardless of the nature of trustees' participation, they do not have the authority to act on behalf of, or commit the Board.

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Trustees will be expected to report to the Board in accordance with Board Policy #2400, on major activities of the groups in which they participate as District representatives.

Revised 1987-09-10  
" 1986-02-27  
Adopted 1982-11-22

XRef: Policy #2400  
" #2900

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