



SCHOOL BOARD COMMITTEES

Southeast Technical College Policy BDE/STC

1. Purpose

Outlining the responsibilities of advisory committees.

2. General Statement of Policy

The School Board President shall appoint Board members to committees requiring Board member participation. No more than two Board members may be assigned to any such committee.

An advisory committee (also known as task force) will be appointed by the Board only when there is a definite function to be performed, and this function should be indicated to the committee in writing when it is appointed.

Advisory committees should be appointed primarily to advise the Board. In general, individual members of such committees shall not be requested to perform specific services for the Board. Unique talents of members can best be utilized on a consultative basis.

Advisory committees should not be appointed to advise on matters requiring decision by the Board unless adequate time is available for a thorough study by the committee.

The Board shall seek the advice of the President before establishing or dissolving any advisory committee.

Specific topics for study or well-defined areas of activity shall be assigned in writing to the advisory committee immediately following its appointment.

Upon completing its assignment, each advisory committee either shall be given new problems or shall be dissolved promptly. No committee shall be allowed to continue for prolonged periods without a definite assignment.

Each advisory committee shall be instructed as to:

- the length of time each member is being asked to serve;
- the service the Board wishes it to render;
- the resources the Board intends to provide to help it complete its job;
- the approximate dates on which the Board wishes it to submit reports;
- the time and place of the first meeting;

- its relationship with the Board as a whole, with individual Board members, with the President , and with the other members of the professional staff; and
- the approximate date on which the Board wishes to dissolve the committee.

The Board shall have the sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any advisory committee.

The Board will see that the public is made aware of the services rendered by advisory committees as it may appoint and will see that the public is informed of all major conclusions and recommendations made by such advisory committees. Any final recommendations, findings or reports resulting from an advisory committee shall be reported to the Board in an open meeting. The Board will delay until the next meeting taking any action on any recommendation, finding or report of an advisory committee.

All public announcements concerning the organization, membership, operation, recommendations and dissolution of such advisory committees shall be made at such time and in such manner as the Board may choose.

3. Dissemination of Policy and Training

The policy is located on STC’s website under Consumer Information – Southeast Tech Policies

Legal References:

SDCL	
13-8-26	Appointment of committees--Persons authorized to countersign checks and warrants
1-27-1.18	Recommendations, findings and reports of appointed working groups to be reported in open meeting – Action by governing body

Board Approved:

Policy	Board Action	(formerly 8130)
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