

PEACE WAPITI PUBLIC SCHOOL DIVISION NO. 76

POLICY BCE – Board Committees

Committees are necessary in order to carry out the business of the Board.

PURPOSE:

to clearly define the membership and terms of reference for board committees.

DEFINITION

Ex-officio: by virtue of office or position. Ex-officio members have the same rights as elected or appointed members.

GUIDELINES & PROCEDURES

1. The Board shall maintain a number of standing committees and may create ad-hoc committees as needed.
2. Standing committees will be structured in accordance with the following format and shall only exercise powers that are specifically assigned by the Board.
 - a) Name of Committee:
 - b) Type of Committee:
 - c) Scope of the Committee:
 - d) Committee Terms of Reference will be set upon establishment of the committee and may include:
 - i) Membership and Chairmanship
 - ii) Voting Privileges
 - iii) Record of Proceedings
 - iv) Meeting Schedule
 - v) Reporting to the Board
 - e) Authority:
 - i) A committee is established pursuant to Section 61 (1) (b), *School Act*.
RSA 2000 Chapter 5-3
3. All committee meetings will be conducted in accordance with the *School Act*.
4. No committee has binding decision-making authority unless such authority is superficially conferred to the Committee by the Board through the Committee Terms of Reference.
5. The Board Chair may name the committee chair or leave it to the members of the committee to choose its chair.
6. The Board Chair may sit on any committee, except Appeal Committees, as an ex-officio member.

7. In the absence of a Committee Member, another trustee may act in his or her place with full voting privileges. If a trustee can not attend a committee meeting, it is their responsibility to advise administration and a substitute will be arranged, if necessary.
8. The Committee Chair or designate will make a report of its work at a regular Board meeting, except for Appeal Committees.
9. Records of each committee meeting shall be kept and maintained.
10. All Committee Meetings are in-camera

REFERENCES

Cross References: links to

[BC Organization of The Board](#)

[BCE Exhibit 1](#)

[IFA Appeals Concerning Student Matters](#)

Audit Committee Terms of Reference

Board Committee Membership Form

Minute Taking Template

Legal Reference: School Act RSA 2000

Section #15, 25, 60-63, 74, 80, 83, 123, 124, 126-130

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