

POLICY ON COMMITTEE STRUCTURE

The governance of Cassidy School is accomplished through the legal authorities granted to the Council and the Principal by law and Fayette County Board of Education policy. It is the intent of this policy to outline committee structures that will assure opportunities for meaningful involvement in School-based decision-making on the part of all faculty members, interested parents, and community members.

All standing and ad hoc committees shall meet in accordance with the requirements of the open meetings law, KRS 61.805 -- 61.850.

The number and type of standing and ad hoc committees shall be determined by the Council which shall define the scope of their responsibilities. The Council has the authority to identify a timeline specifying tasks to be completed with critical dates.

Committees shall notify the faculty and ask for input prior to submitting proposals to the Council. Proposals from committees shall be presented, in writing, to the Council for consideration and/or action. If changes are recommended by the Council, the proposal may, at the Council's option, be returned to the committee of origin for reconsideration. The committee shall then submit a final proposal for action by the Council. The Council reserves the right to amend final proposals prior to adoption. Proposals which come to the Council from Committees shall not require a second reading before action may be taken. Committees shall make recommendations to the council, and the council shall have authority on final decisions

Membership on Committees

All committees shall be open to the faculty, staff, parents and community members of Cassidy School. Parent members shall be recruited for each committee.

The principal reserves the right to appoint staff members to committees. Every effort shall be made to appoint faculty and staff members to a committee(s) of their choice. The Council reserves the right to appoint parents or other members of the community to committees in a manner that will help ensure appropriate representation and expertise.

Chair of a Committee

The chair of each committee shall be elected by the members of that committee. Council members shall not chair committees.

Policy 3.1.3

The Establishment of Meeting Times

Each committee shall determine meeting times and report that time to the Principal. Meetings shall be advertised through the appropriate channels.

All committees shall operate by agenda. The agenda shall be formed by the committee chairperson with input from committee members.

A quorum is required before any decisions can be made by the committee. A quorum shall consist of a minimum of 51% of the committee's membership present provided that at least one parent is present. Committee decisions shall be by consensus wherever possible. In the event consensus cannot be reached, a decision shall be made by a majority vote of the members present.

Minutes shall be kept outlining all committee decisions. Copies of the minutes shall be submitted to the front office, to be kept in a binder there.

Ad Hoc Committees

Ad hoc committees shall be formed as necessary to assist the Council with the accomplishment of certain tasks. Once the task is completed the committee shall be abolished. Ad hoc committees shall be formed by the Council Chair with the approval of the Council. The size of ad hoc committees and representatives shall be determined by the Council.

The Social Committee

The faculty may choose to form a Social Committee at any time it is deemed necessary. The purpose for the social committee is to assist the faculty by organizing human relations activities as the faculty sees fit. As such, the Social Committee is the only committee that is exempt from the provisions of this policy. Membership on the Social Committee shall be determined annually by the Faculty and may be exclusive of other groups.

Revised: October 2010

Revised: February 27, 2012