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# Policy Committee

## 2023 -2024 Terms of Reference

(For the period February 2, 2023 to June 30, 2024)

*Adopted February 2, 2023*

### **Purpose**

1. The purpose of the Policy Committee is to assist the Board in fulfilling its goals and objectives by governing through policy development and adoption.
2. To create a comprehensive and useful set of board policies to guide district operations.

### **People - Membership**

1. The membership of the Policy Committee is all Trustees of the Board of Education.

### **Process - Operations**

1. The Committee will be chaired by a Trustee elected at the first Committee meeting every second year following the inaugural meeting of the Board.
2. Quorum is a simple majority of the members.
3. The Committee shall operate in a manner consistent with Board Policy 140: Policy Development.
4. As scheduled by the Board, the Committee will meet periodically during the school year.
  - a. A schedule of meetings will be provided by the Board to the Committee following the adopted of the Board's annual meeting schedule.
  - b. Additional meetings can be held following proper notice being provided, at the discretion of the Board Chair or the Committee Chair, or upon the written request of the majority of the members.
5. The Committee will adopt an annual plan and policy priority review list at the first committee meeting of the school year that includes:
  - a. Goals & Objectives for the year
  - b. Strategies & Structures to Achieve Goals
  - c. Communication Strategies
  - d. Policy Priority Review List
6. The Committee has the responsibility to:
  - a. Conduct a regular and comprehensive review of all Board policies and bylaws.
  - b. Recommend policies and bylaws to the Board.
  - c. Support the Board in the alignment of governance and policy.
  - d. May review District Protocols when requested by the Board.
7. The Terms of Reference and the Annual Plan shall be submitted to the Board for information at a meeting held in public.
8. The Policy Committee Terms of Reference, Annual Plan and meeting minutes will be posted on the District website.