



Policy Type: Governing Process
Policy Title: Protocols for Establishing Subcommittees
Effective: Upon Approval

It is the intent of this policy to improve transparency of the actions taken by subcommittee to the general public, stakeholders and shareholders of Lakeview Academy by providing clarification and definition of the Bylaws Sections 3.11 Executive and Other Committees and 3.12 Advisory Boards. A subcommittee, Executive Committee, “other” committee, advisory board, or any other grouping designated to exist in a related or tangential role to the Board of Trustees shall hereby be defined as any group of board members who meet to discuss a relevant topic of the school or board in an official capacity and may include, but is not limited to, exploratory committees, investigative committees, board member selection committee, disciplinary committee or other designation that addresses the needs of the school whereby the results of said committee are to negotiate, counsel or otherwise influence action to, for or on behalf of the Board of Trustees.

The power to establish a subcommittee and assign membership, whether standing or *ad hoc*, shall fall within the powers of the President of the Board of Trustees. Any member of the Board of Trustees may request membership to a subcommittee from the president of the board. Such establishment shall be consistent with other board policies relevant to Governing Style and shall include the following, without limitation, (1) the establishment of a subcommittee must be made at a regular board meeting, (2) a clearly defined purpose for the subcommittee, (3) an assigned chairperson for the subcommittee who will be accountable to the president, (4) defined membership for the subcommittee, (5) accurate agenda and minutes for all subcommittee meetings, (6) the subcommittee shall report to the Board of Trustees in regular forum on any subcommittee action taken during the preceding month, (7) meeting schedule, and (8) subcommittee term and effective date. Accordingly, the President of the Board of Trustees shall be accountable for the actions taken by the subcommittee, per Board President’s Role, sec. 2, subsec. c. Any emergency *ad hoc* subcommittee that is established by the President of the Board of Trustees between regular board sessions shall be announced at the next regularly scheduled board meeting in open forum, prior to public comment.

Guiding principles for establishing membership of a subcommittee should include:

1. Board membership tenure
2. Diversity of viewpoint
3. Experience or expertise in the subject matter
4. Balanced selection not favoring any board member

Membership of a subcommittee should *not*:

1. Meet the requirements of a quorum of the Board of Trustees, such that public hearing may be required
2. Address any board business that should legally be subject to open public forum
3. Address any board business not specifically relevant to the defined purpose of the subcommittee
4. Violate any law, bylaw, policy, standard, rule, or statute, whether implicit or explicit

Governance:

1. Subcommittees shall follow all decorum standards consistent with the dignity of the Board of Trustees
2. No subcommittee, nor its membership, shall exceed a term of (1) one year from its effective date

Meeting minutes, as required by Bylaws Sec. 9.1 Account Books, Minutes, Etc.:

1. Must be made available within a timely manner, upon written request, to any party, unless the subject matter falls within the confidentiality requirements of closed session

Actions by Subcommittee:

1. No action by the subcommittee shall supersede the approval process of the Board of Trustees

Certification

The undersigned officers and/or directors of Lakeview Academy certify that the protocols for establishing subcommittees was duly ratified by consensus of the Board of Trustees and adopted on _____.

Signature: _____

Print Name: _____

Title: _____

Signature: _____

Print Name: _____

Title: _____