

MINA Charter School

Board Committees

Standing Committees

MINA Charter School (MCS) shall organize standing committees for the purpose of conducting thorough deliberations and investigations of issues and informing and recommending action to the board as appropriate. Standing committees of the board are the Operations Committee; Finance Committee; Curriculum and Instruction Committee; and Governance Committee.

Standing committees shall be comprised of members of MCS Board. The chairperson of each standing committee and the members of that committee shall be named by the President of the board on an annual basis. The assignment of individual board members to these committees shall be published each year. The Lead Administrator may appoint school personnel to serve as advisors to the members of the standing committees.

To conduct business, attendance by a minimum of three assigned board members is required at each committee meeting. Board members who are not committee members may share information or answer questions during committee meetings. However, it is recommended that non-committee board members not participate in the process (deliberation, voting or consensus building) used to formulate final committee recommendations.

The committee chairperson or designee shall preside at all committee meetings and be responsible for reporting to the board on the activities and the consensus of the committee. The committee chairperson shall call meetings and establish an agenda for each committee meeting that shall include any item suggested by the Lead Administrator, committee member or board member.

The board president shall be an ex-officio member of each committee. The Lead Administrator or his/her designee shall assist the chairperson of each standing committee in the preparation of the agenda and in ensuring that information is available to the committee during its deliberation of issues.

A standing committee may only make recommendations to the board and has no authority to act on behalf of the board unless specifically authorized by law, board policy or the board. It shall be the practice of committees to develop recommendations through majority consensus of the board members on the committee, with input from any personnel assigned to advise the committee.

Ad Hoc Committees

As time and situations demand, the president of the board may appoint ad hoc committees to

conduct thorough deliberations and investigations of a specific issue. As appropriate, ad hoc committees shall bring to the board the results of the committee's deliberations and recommendations for any board action that might be necessary. Ad hoc committees have no final authority to act on behalf of the board, except as may be authorized in policy or specifically granted by the board, and are subordinate and advisory to the board. Ad hoc committee members may consist of board and non-board members with a board member acting as chairperson. Committees established by the president shall be dissolved once the purpose for which they were established has been met.

Citizen Advisory Committees

At its discretion, the board may appoint a citizen advisory committee to study and provide counsel on any issue before the board. An advisory committee shall be subordinate to the board and shall have no power except as bestowed by the board. The authority to make decisions for MCS shall continue to reside in the powers and duties of the board as imposed by law.

Advisory committees shall be formed by the board at such times and for such specific purposes as the board deems necessary. Such committees shall function until their assigned goal has been accomplished, and then shall be dissolved. Generally, advisory committees shall be assigned to investigate areas of the educational program that need development, change or reorganization and areas of community involvement in school district affairs.

Advisory committee members shall be broadly representative of the school and may be chosen from among individuals in the community who have shown an interest in the topic to be studied and who express a sincere interest in the advancement of public education. Recognizing the contributions that can be made by MCS staff members in the deliberations of citizen advisory groups, the board may authorize participation of school personnel on various advisory committees. In such cases, the Lead Administrator shall recommend the staff member(s) to serve on the committees.

Once activated, an advisory committee shall report periodically to the board, keeping the board informed of progress and problems. The board may designate the intervals at which it shall hear from the committee, but any significant developments shall be reported as they occur.

The board shall provide advisory committees with a suitable meeting place and administrative assistance.

Open Meetings Law

All committees of the board are public bodies within the meaning of the North Carolina Open Meetings Law and are subject to all requirements of that law pertaining to notice, closed sessions, minutes, voting and penalties.

Adopted & Approved by MCS: 11/26/2019