

Menominee Indian School District

185-Rule

BOARD COMMITTEE PROCEDURES

1. Committee Membership
 - a. A maximum of three Board members may serve on any committee.
 - b. All Board members must serve on at least one committee and may state preference for three.
 - c. The President shall appoint committee members, granting Board members' preference whenever possible.
 - d. The President may appoint any available Board member to the committee if a committee member is absent from three consecutive committee meetings, unless such absences are excused by the committee chairperson.
 - e. Any Board member shall serve as an ex-officio member of all committees.
 - f. Staff members appointed to committees shall be appointed by the District Administrator.
2. Each committee shall:
 - a. Elect a chair.
 - b. Schedule regular meetings once a month or often as needed and provide public notice in accordance with Board policy and state law.
 1. Emergency committee meetings may be called by the District Administrator or by the committee chair. If a member cannot attend, he/she shall contact the Board President. The President shall sit in the member's place as the ex officio or arrange for a substitute. If the President is unavailable the District Administrator or his/her designee shall appoint a substitute.
 - c. Have an agenda.
 - d. Appoint a secretary to keep minutes and send minutes to all Board members through the District Administrator.

- e. Report to the Board following each committee meeting.

3. Committee Meeting Compensation

- a. All compensation for attendance plus mileage must be authorized by the Board.
- b. Only Board members assigned to committee shall be paid unless board members are substituting for a Board committee member.
- c. Ad hoc committee members shall be paid \$30.00 per meeting plus mileage.
- d. Assigned staff members shall be paid \$30.00 per meeting plus mileage. Staff members shall not be paid if the committee meeting takes place during working hours.

APPROVED: May 1985

REVISED: October 20, 2003