

SCHOOL COMMITTEE SUBCOMMITTEES

The Arlington School Committee acknowledges that the exercise of its responsibilities demands ever-increasing time and effort of Committee members. The division of some of the Committee's tasks among subcommittees is authorized with the hope of increasing efficiency in Committee operations. The subcommittee structure provides an opportunity to enrich the School Committees' deliberations by offering alternate conduits for introducing issues and ideas.

When the Committee finds it necessary or advisable, the Chairperson may appoint a subcommittee for a specific purpose, subject to the approval of the Committee. Certain standing subcommittees may be authorized by the Committee to continue from one year to the next, with new or renewed appointments made annually by the Chairperson. A subcommittee shall consist of no more than three members. Each special (ad hoc) subcommittee shall terminate upon completion of its assignment or at the annual organizational meeting, whichever comes first.

1. The subcommittee will be established through action of the committee.
2. The subcommittee chairperson and its members will be appointed by the committee chairperson, subject to approval by the committee.
3. The subcommittee will be provided with a list of its functions and duties.
4. The subcommittee may make recommendations for committee action, but it may not act for the School Committee.
5. The committee chairperson and Superintendent will be ex-officio members of all special subcommittees.
6. A subcommittee will be dissolved by the committee upon completion of its assignment, or it may be dissolved by a vote of the committee at any time.
7. The subcommittee chair shall set the agenda for each subcommittee meeting and shall ensure that the agenda is distributed to all School Committee members three days prior to the subcommittee meeting. (E-mail distribution is permissible) In addition the subcommittee chairs will coordinate with the administrative secretary to ensure that meetings are posted and that arrangements are made for note taking and minutes preparation.
8. As soon as they are available, draft and approved minutes of each subcommittee meeting shall be distributed to all School Committee members at the next regularly scheduled School Committee Meeting.
9. Subcommittees shall report on their work at the full School Committee meetings.

The School Committee Chairperson shall appoint the Chairperson of each subcommittee and may be an ex officio member of all subcommittees.

CROSS REF.: BDB, School Committee Officers
BEC, Executive Sessions

Revised: September 28, 2004

Arlington Public Schools