

# Official Board Committee Guidelines

**Boone County Board Charges Committee with a Purpose & Votes to Form an Official Board Committee**

## **Superintendent Assigns Cabinet Member to Chair Board Committee**

Committee Chair (Administrative Assistant) is responsible for posting of agenda on District Office door, reserving room, zoom invites (if needed), setting the official agenda one week prior to meeting, posting meeting information on District Calendar website, minutes, sign-in sheet and retaining a committee binder.

## **Committee is Formed**

### **Board Committee Structure\***

One District Administrator  
BCEAA President or Representative  
One Classified Staff  
BCEA President or Representative  
One Certified Staff

Two Elementary Principals  
One High School Principal  
One Middle School Principal  
Two Parent/Guardian/Community Member  
One Boone County District Student

Two Board Members

- \*Board Chairperson will assign or reassign 2 board members to committees every December.
- \*Committee Chairperson is responsible to select representation for Committee Members.
- \*Negotiation Committee is formed by BCEA Representatives, 2 Board Members and District Administration
- \*Guidelines for Committee members unless dictated in state statute or law (i.e. calendar committee)
- \*Committee members serve one year starting every August.
- Committee member must have a backup to attend meetings when they are unable.

## **Committee Meets**

Committee will appoint subcommittees when needed:  
Research, survey, data, Best Practices, etc.

If deemed necessary the Board Chairperson will call a Special Board Meeting for a Workshop to discuss the recommendation. The board is not required to accept recommendations.

**Committee Forms Official Recommendation**

**Committee Official Recommendation submitted to Superintendent and added to Board Agenda for vote.**