

**Bylaw**

**COMMITTEES**

In order to use the time, effort and expertise of the members of the board effectively, the board shall operate under a committee system.

The board may authorize the establishment of such standing committees from among its membership as it finds necessary to study operations in specific areas and to make recommendations for board action. The following rules will govern the appointment and function of such committees:

- A. The committee shall be established through action of the board;
- B. The committee chairperson and members shall be appointed by the board president;
- C. The committee shall be provided with a list of its functions and duties;
- D. The committee may make recommendations for board action, but it may not act for the board;
- E. The board president and chief school administrator (school director) shall be ex officio members of all standing committees;
- F. All standing committees shall be dissolved at the end of the board's year--at the annual organizational meeting. They may be dissolved at any time by a motion of the board.

**Standing Committees**

Each standing committee shall have a charge specific to its permitted activities. The function of any committee established by the board of trustees shall be fact-finding, deliberative, and advisory to the board of trustees. Committees shall not have authority to take legislative or administrative actions, nor to adopt policies for the school. The board president/chairman shall be an ex-officio member of each committee. The chief school administrator (school director) shall be an ex-officio member of each committee except the executive committee and participate in all matters except where his/her evaluation, tenure, or salary, are to be deliberated. Standing committees shall be:

**A. Executive Committee**

There shall be an executive committee, which shall consist of the officers of the board of trustees, including the president/chairman, the vice president/chairman, the secretary and the treasurer. A majority of the members of the executive committee shall constitute a quorum. The executive committee shall have and may exercise the powers of the board when the board is not in session. Actions of the executive committee are subject to ratification at the next meeting of the board.

**B. Advisory Grievance Committee**

In accordance with New Jersey law (N.J.S.A. 18A:36A-15), the board of trustees shall establish an advisory grievance committee comprised of both parents and teachers to make non-binding recommendations to the board concerning the disposition of complaints (see board policy 1312 Community Complaints and Inquiries). The advisory grievance committee will be a five (5) member committee comprised of two parents and three teachers selected by the parents and teachers of Principle

COMMITTEES (continued)

Academy Charter School at meetings held with proper notice for that purpose. The committee will be elected with proper notice at the first staff meeting and first parent meeting of each school year by a majority of those in attendance.

The committee must meet within ten (10) days of the complaint submission date. Testimony will be taken in investigating the complaint. Upon completion of its investigation, the committee will prepare and submit a written recommendation within twenty-one (21) days to the board for disposition. If the ruling is not acceptable to the complainant, the School recognizes their right to appeal the decision to the commissioner of education.

## C. Nominating Committee

No less than six (6) months prior to the annual meeting, the board of trustees shall select a nominating committee from the membership of the board of no less than three (3) trustees. The nominating committee shall serve for a term of one (1) year. It shall be the duty of the nominating committee to receive names in nomination and to prepare a slate of nominees for the election to the board and as officers at the annual meeting. The board may place additional names in nomination at the annual meeting. The nominating committee shall also be responsible to receive names in nomination for election to the board whenever a board vacancy occurs during the year.

## D. Finance Committee

The finance committee shall consist of at least three (3) trustees, one of whom is the treasurer. The committee reviews the financial plans and accounts of the corporation and makes reports and recommendations to the board on matters of financial administration. It may carry on other functions as assigned by the board of trustees.

## E. Enrollment Committee

The enrollment committee shall consist of at least three (3) trustees. The committee will responsible for developing and implementing an annual enrollment plan aligned with the mission of the organization and consistent with the activities permitted to be carried on by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue law. It may carry on other functions as assigned by the board of trustees.

## F. Development Committee

The development committee shall consist of at least three (3) trustees. The committee will responsible for developing and implementing a development plan aligned with the mission of the organization and consistent with the activities permitted to be carried on by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue law. It may carry on other functions as assigned by the board of trustees.

Special Committees

Special committees may be created for special assignments. The same rules shall apply to special committees as apply to standing committees, except that they shall be dissolved upon completion of their assignment.

Committee of the Whole

The board reserves the right to meet and work as a committee of the whole in informational, discussion, and exploratory sessions. No official action shall be taken at these meetings, unless so advertised.

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Adopted: June 17, 2015  
NJSBA Review/Update: August 2015, February 2019  
Readopted:

**See:** Article 4, Sections 1 and 2

Key Words

Committees, Board Committees

**Legal References:** N.J.S.A. 10:4-6 et seq. Open Public Meetings Act  
N.J.S.A. 18A:12-21 et seq. School Ethics Act  
N.J.S.A. 18A:36A-1 et seq. Charter School Program Act of 1995  
N.J.A.C. 6A:11-1 et seq. Charter School Administrative Code  
N.J.A.C. 6A:28-1.1 et seq. School Ethics Commission

School Ethics Commission, Advisory Opinion, A01-93

School Ethics Commission, Advisory Opinion, A10-93

School Ethics Commission, Advisory Opinion, A33-95

School Ethics Commission, Advisory Opinion, A02-00

School Ethics Commission, Advisory Opinion, A14-00

**Possible**

**Cross References:** \*1220 Ad hoc advisory committees  
\*9121 Election and duties of president  
9320 Meetings

\*Indicates policy is included in the Critical Policy Reference Manual.