

# BYLAWS

## HOWELL TOWNSHIP BOARD OF EDUCATION

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Board Committees

### 0155 BOARD COMMITTEES

- A. All Board members will apply to the Board President at the reorganization meeting or shortly thereafter for four or more standing committee assignments in the order of their preference.
1. Each Board member shall chair a committee, given an equal number of committees and Board members. No individual Board member shall chair a second committee before each member is given an opportunity to chair at least one committee.
  2. The Board President shall preside over the Board and serve as ex-officio member on all committees of the Board.
- B. The Board shall encourage community participation on its various committees when possible. The following policy will prevail:
1. The chairperson of each established committee will be a regular Board member elected by the community and appointed by the Board President.
  2. As many as three community members may be appointed to each Board committee. Appointed members must be residents of Howell.
  3. Community members wishing to participate on a Board committee shall complete a request form and submit it to the Board Secretary who shall forward such requests to the appropriate committee chairperson for review. The request form will be available on the district website or at the Board of Education office.
  4. In order to maximize community involvement and avoid any possible conflict of interest, community members will be appointed by the Board President after reviewing the recommendations of the committee chairperson.
  5. Community members placed on these committees shall have the same rights and privileges within the committee as the regular Board members.
- C. Committee chairpersons are responsible for establishing and coordinating meeting dates, location, and agenda with the administrative liaison.
- D. The goals of standing and ad-hoc committees shall be presented in writing by the committee chairperson to the Board.



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- E. Committees are to review all matters within the domain of their defined responsibility and report to the full Board on their findings, recommendations or alternatives.
- F. The chairperson shall be responsible to run the committee meeting and to report to the full Board the recommendations of the committee. It shall be the responsibility of the chairperson to supply the Board with supportive information for committee recommendations at the time they are placed on the agenda. If necessary, Robert's Rules of order may be utilized.
- G. No committee is to take unilateral action unless the full Board is cognizant of the matter and has given authority to a committee to act within certain specified bounds.
- H. All committee meetings of the Board shall be open to the public and held in a public meeting place except when items for committee consideration are executive in nature. No more than four Board members will attend a committee meeting unless it is properly noticed as required by the Open Public Meetings Act.
- I. A master list of scheduled committee meetings shall be maintained at the Board office and the Office of the Superintendent of Schools, and on the district website.
- J. A log of proceedings will be kept of meetings of standing and ad-hoc committees, and will be posted on the district website.

N.J.S.A. 10:4-6 et seq.

N.J.S.A. 18A: 10-6; 18A: 11-1; 18A: 12-21 et seq.; 18A: 54-20

N.J.A.C. 6A:28-1.1 et seq.

Adopted: 03 January 2013

