

<p style="text-align: center;">STRAIT REGIONAL SCHOOL BOARD <i>Excellence in Lifelong Learning</i></p> <p style="text-align: center;"><i>PROCEDURES</i></p>	<p style="text-align: center;">STRAIT REGIONAL SCHOOL BOARD PRO I-C-2</p>
	<p style="text-align: center;">Partnerships TERMS OF REFERENCE FOR POLICY COMMITTEE</p>
	<p>Adopted: May 6, 2009 Revised: March 7, 2012 December 5, 2012 December 5, 2013 Received: February 4, 2015 January 6, 2016 January 4, 2017</p> <p>Page: Page 1 of 3</p>

TERMS OF REFERENCE FOR POLICY COMMITTEE

Committee Type:	Standing Committee to the Strait Regional School Board.
Purpose:	To assist the Strait Regional School Board in carrying out its responsibility to the public education system through the systematic development, adoption, review and communication of policy, as outlined in <u>Policy I-C-2, Policy Development, Adoption and Review</u> .
Responsibilities:	<p>The Policy Committee is responsible for the following:</p> <ul style="list-style-type: none"> • To receive drafts of policy and procedures for review, discussion and updating purposes; • To provide input on draft policies and procedures; • To make recommendations to the Board; • To respond to matters referred to it by the Board. <p>Further, in carrying out its responsibilities, the Committee shall adhere to the <u>SRSB Bylaws, Policy II-A-1</u>.</p>

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<p>Membership</p>	<p>The Committee shall be comprised of a minimum of five (5) Board Members.</p> <p>The membership of the Committee is selected as part of the Board’s annual Organizational meeting held in November.</p> <p>Once the Committee is selected, these terms of reference shall be reviewed at its first meeting.</p> <p>Members of the Board may attend meetings of Ad Hoc or Standing Committees of which they are not members, but they shall not be counted in the quorum. (Section 7.11 of SRSB Bylaws).</p>
<p>Committee Chair</p>	<p>Once formed, and at its first meeting, the Chair will be chosen annually by the members of the Committee present.</p>
<p>Attendance</p>	<p>If a Member fails to attend three (3) consecutive meetings, without a reasonable excuse satisfactory to the Chair of the Committee, the alternate becomes the Committee Member and the Committee Member becomes the alternate.</p> <p>An alternate is required when the Committee Member is not able to attend two-thirds (2/3) of the meeting’s time allotment.</p>
<p>Meeting Schedule</p>	<p>The Committee will normally meet every three</p>

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	<p>weeks for two hours on a day and time agreed to by Committee members. Exceptions to this schedule may be agreed to by Committee members.</p>
<p>Reporting Requirements</p>	<p>The Chair of the Committee, or his/her designate, shall report to the Board's Working Committee.</p>
<p>Quorum Requirements</p>	<p>In accordance with Section 4 of the SRSB Bylaws, II-A-1, a quorum is a simple majority of Committee members.</p> <p>Each member shall notify the Board Secretary to confirm his/her attendance for each meeting. If there is a member absent, the Board Secretary shall contact the alternate.</p>
<p>Staff Support</p>	<p>Staff attendance at Committee meetings will normally include the:</p> <ul style="list-style-type: none"> • Superintendent of Schools; • Director of Programs and Student Services; • Coordinator of Communications; and • Other staff as requested by the Superintendent of Schools or by the Committee through the Superintendent of Schools.
<p>Other Support</p>	<p>When appropriate, external advisors or other guests may be invited to participate in policy consultations.</p>