

Policy 2.07

Category: Governance and Operations

Committees of the Charter Board

BACKGROUND

The function of a committee is to advise the Charter Board. This is accomplished by carrying out in-depth research, and/or conducting comprehensive discussions and preparing recommendations regarding matters referred by the Charter Board.

POLICY STATEMENT

The CAPE Charter Board believes that its duties can be carried out more effectively and efficiently if its members are given an opportunity to meet in committees supplemental to board meetings. It therefore supports the formation of standing and/or ad hoc committees of the whole, which allow board members to participate equally in detailed examination of governance issues. It also supports the formation of standing and/or ad hoc committees with restricted membership with clearly delineated areas of responsibility.

DEFINITIONS

1. **Committee** - a group of persons appointed or elected to study a problem, plan an event, or perform a specific duty.
2. **Ad hoc committee** - committee formed for a specific task or objective, and dissolved after the completion of the task or achievement of the objective.
3. **Standing committee** - committee with a continued existence, formed to do its assigned work on an ongoing basis.
4. **Committee of the whole** - a meeting of a deliberative assembly, board of directors, or governing body that operates according to modified procedural rules based on those of a committee.
5. **Ex-officio** - a member of a body (a board, committee, council, etc.) who is part of it by virtue of holding another office.

**CAPE-Centre for Academic and Personal Excellence
Policy Manual**

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GUIDELINES

6. All committees shall function under CAPE Charter Board approved policies and/or procedures.
7. The Chair of the CAPE Charter Board and the Superintendent shall be ex-officio members of all committee of the Board.
8. The Chair and the Superintendent may actively participate in Board Committees.
9. Committees have no legal powers.
10. Committees shall, unless otherwise directed, prepare and submit a report to the CAPE Charter Board and provide such recommendations to the CAPE Charter Board, as they deem advisable. All reports will be included in the agenda package.
11. Each standing and ad hoc committee is to consist of at least one board member in addition to the Board Chair.
12. The CAPE Charter Board may appoint administrator(s) and/or teacher(s) representatives, and/or other individual(s) to sit on a CAPE Charter Board committee.

References:

Education Act

CAPE bylaws

Adopted: June 14, 1999

Motion: #

Revised: September 12, 2000

Motion: #

Revised: April 16, 2007

Motion: #2007-04-16-10

Revised: September 30, 2008

Motion: #2008-09-30-19

Revised: August 25, 2011

Motion: # 2011-08-25-5

Revised: March 26, 2013

Motion: #2013-3-26-11

Reviewed: August 2018

Reviewed: October 2021