

**HARLAN COUNTY HIGH SCHOOL SBDM COUNCIL POLICY**

<b>COUNCIL POLICY TYPE</b>	<b>POLICY NUMBER</b>
<input type="checkbox"/> <b>By-Laws (Council Operational Policy)</b>	
<input checked="" type="checkbox"/> <b>Function (School Operational Policies)</b>	<i>HC 041</i>

**POLICY TOPIC DESCRIPTION**

SBDM Assigned Committee Process

**POLICY STATEMENT**

The Council shall encourage the following committee composition: faculty, Classified staff, parents, minority representation, and representatives of the school community.

Standing and ad hoc committees are formed and dissolved by the Council as needed. The Council will determine the needed standing committees and responsibilities of these committees each year at its first meeting (July meeting).

Committee membership will be obtained through a signup of volunteers and as assigned by the Principal. Council will review to determine if additional representation is needed and/or to approve this list by August 31 of the calendar year. Once approved, committee volunteers and those assigned by the Principal will be notified of their first meeting by the Principal.

Each committee shall elect a chairperson by majority vote at its first meeting. The term of the chairperson will be one year, and the chairperson may be reelected.

Each committee shall determine the frequency and agenda of meetings. Written minutes of each committee meeting will be kept as an open, permanent record of the activities of each assigned committee. These minutes will be forwarded to the Council and will become a part of the required documentation of the Council.

Committees have the responsibility to carry out tasks assigned to them by the Council. Committees may research issues, gather school wide input, or prepare drafts for the Council.

Decisions of the Council assigned committees shall be made by consensus in the event consensus cannot be reached a majority vote will be used to decide the issue.

The committee chairperson/designee must report (both orally and in writing) to the Council as requested by the Council.

Policy Title	
SBDM Assigned Committee Process	
5-24-13 ----- 1 <sup>st</sup> Reading	6-25-13 ----- 2 <sup>nd</sup> Reading For Adoption
Bob Howard ----- Council Chairperson	Bob Howard ----- Council Chairperson