

**Twin Peaks Charter Academy
Committee Policy**

- Committees are formed to study issues and make recommendations to the TPCA Board of Directors on an advisory basis.
- The Board will review the recommendations of the committee and may make changes before voting on the recommendations.

The following procedures are designed to direct members of the committee:

- 1) At the beginning of the school year each Committee must prepare a Committee Charge Letter that defines the main objectives of the Committee and sets forth any timelines that may assist with completing the stated objectives.
- 2) Committee members are instructed to follow the charge letter set for the Committee.
- 3) Committees are required to set meeting times.
- 4) All meetings, by law, must be posted at least 24 hours in advance.
- 5) All committees are required to record minutes of the meetings and make minutes available to the public in a timely manner.
- 6) Committees must elect a Committee Chair, and Secretary, from among the committee members.
- 7) The Committee Chair must read, understand and follow the Open Meetings Law.
- 8) Monthly progress reports to the Board will be required.
- 9) Committees operate on a majority-based decision.
- 10) Sub-committees may be formed.

I understand that failure to comply with this policy could result in removal from the committee.

Signature: _____
Committee Chairperson

Date : _____

Revised: November 14, 2012