

Twin Peaks Charter Academy Committee Policy

Background:

Prior to committee formation, the Board will set a charge (objective) for the committee and a time frame for completion. Committees are formed to study issues and make recommendations to the TPCA Board of Directors on an advisory basis. Regular progress reports to the Board will be required. The Board reviews recommendations of the committee and may make changes before final approval of those recommendations. The following policy is designed to direct members of the committee:

Policy

- 1) All committee members must read, understand and sign a code of conduct agreement before being allowed to serve on a committee.
- 2) Members are instructed to follow the charge set for the committee by the TPCA Board of Directors.
- 3) Committees are required to set meeting times and duration of meetings.
- 4) Committees may not re-write existing policy unless directed to do so by the TPCA Board.
- 5) All committee members must read, understand and follow the Open Meetings Law prior to service on a committee and the relevant portion of the application and contract.
- 6) All meetings, by law, must be posted at least 24 hours in advance.
- 7) All committees are required to record minutes of the meetings and make minutes available to the public in a timely manner.
- 8) Committees must elect a Chairperson(s), and Secretary, from among the committee members.
- 9) Committees operate on a majority-based decision.
- 10) Sub-committees may be formed.
- 11) Failure to follow the charge set for the committee and/or two unexcused absences may result in member(s) being removed from a committee.

Additional information:

Committees will be given a time frame for completion of the charge set for the committee. Recommendations not presented to the Board by the end of that time frame may or may not be considered by the TPCA Board of Directors.

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

Signature: _____

Date: _____