



Board Policy BBC: Board Committees

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Reading

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Red Lined Version

Board Policy BBC: Board Committees

The purpose of this policy is to provide guidance on the creation and existence of board committees.

The DeKalb County Board of Education is committed to the creation of committees to further the district's strategic goals. Board committees are established by the board. The board will create committees by majority vote. The resolution creating the committee will identify the issue or matter that the committee will address.

- The board may maintain standing committees. Standing committees will be dissolved by majority vote.
- The board may appoint special committees and advisory committees for specific tasks. Special committees will dissolve when the task is completed or by a majority vote by the board, whichever comes first.

Committee meetings will be open to the public and subject to the Open Meetings Act.

A committee is a DeKalb County Board of Education ("Board") committee only if its existence and charge come from the Board, regardless of whether Board members sit on the committee. The only Board committees are those which are established in accordance with this Policy. Special committees may be appointed for specific tasks and shall automatically be dissolved when the task is completed or at any time by Board action.

A. Board Committees

The Board may authorize the creation of Board Committees ("Committees") but only in conformity with the provisions below.

1. Membership:

- a. Committee members may include members of the Board, staff, students, and/or other citizens residing within the DeKalb County School District boundaries to serve as members of Committees and in accordance with other Board policies.
- b. A Committee will have no more than three (3) Board members.
- c. The Board Chair will designate a Committee Chair at the time the Committee members are named.

2. Term of Service:

- a. A Committee will cease to exist on the earlier of sixty (60) days from its creation or when the Board takes action upon the need or matter the committee was created to review.
- b. The Board may dissolve any committee at any time. Upon a vote of two-thirds of the Board, the Board may extend a Committee's existence for up to sixty (60) additional days.

3. Purpose and results of Committees:

A Committee shall only be formed to address a single issue or extraordinary matter and the Board shall specifically identify such issue or matter in the resolution creating a Committee. The Board shall not establish standing committees for general or specific purposes.

4. Meeting Locations:

- a. All Committee meetings shall will occur virtually or on District property.
- b. When a Committee needs to identify a meeting location, the Committee Chair should notify the Superintendent or the superintendent's designee he/she needs will to arrange a meeting location for on the date and time needed by the Committee.

B. Audit Committee

The Vice Chair of the Board shall be the Chair of the Audit Committee, which will include no more than two other Board of Education Members elected in January of each year by the Board of Education. Each member of the Audit Committee shall serve a one-year term and be eligible for re-appointment at the conclusion of that term. A vacancy shall be filled by the Board of Education.

The Board of Education shall review all applications and shall elect by a majority vote, at least two and no more than three non-voting community advisors to the Audit Committee who are residents of DeKalb County. Any member of the Board of Education can nominate one person to serve as a non-voting advisor to the Audit Committee. Advisory members shall serve a one-year term and may be considered for re-election to serve a maximum of two consecutive terms by a majority vote of the Board of Education. Members must have operating management experience, a background in financial, accounting, or auditing matters, and/or special expertise that would provide unique support to the Audit Committee.

3. Staff Support

The Superintendent, Chief Financial Officer, and Director of Internal Audits & Compliance shall support the Audit Committee and attend quarterly meetings. Other DCSD staff shall support the Audit Committee and attend meetings, as needed.

4. Purpose

The Audit Committee shall be a standing committee of the Board. The Audit Committee shall review financial operations of the School District and make periodic reports to the Board of Education regarding: financial reporting processes, audit process, internal controls, fraud, waste, and abuse inquires, and compliance with all applicable laws and regulations. The Audit Committee shall work with the Office of Internal Audits & Compliance and shall perform any other appropriate function as delegated by the Board.

5. Meetings

The Audit Committee will conduct meetings at least quarterly which shall be open to the public and advertised as required under the Open Meetings Act.

B. Advisory Committees

The board may enlist citizen groups to assist and counsel the board. Such advisory committees will:

- Represent the community
- Serve only in an advisory capacity
- Make researched-based recommendations to the board

The board will consider committee recommendations and may act on those recommendations. The board may approve committee bylaws. The bylaws should include committee roles and responsibilities, procedures for member selection, length of service, and procedures for amending the committee bylaws.

The board also supports the establishment of a superintendent's advisory committee.
