

Policy #: <b>213</b>
Title: <b>MSA BOARD COMMITTEES</b>
Date of Initial Approval: 12/16/2020
Revision/Re-authorization Dates:
Reviewers: MSA Superintendent; MSA Board Executive Committee

**I. PURPOSE**

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the Minnesota State Academies (MSA) Board.

**II. GENERAL STATEMENT OF POLICY**

- A. It is the policy of the MSA Board to designate board committees or subcommittees when it is determined that a committee process facilitates the mission of the MSA Board.
- B. The MSA Board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the MSA Board and the academies.
- C. A MSA Board committee or subcommittee will be formed during the annual organization meeting or by MSA Board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the MSA Board.
- E. The MSA Board will receive reports or recommendations from a committee or subcommittee for consideration. The MSA Board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The MSA Board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The MSA Board reserves the right to limit, create, or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the MSA Board shall not appoint a subcommittee of that committee without approval of the MSA Board.

**III. APPOINTMENT OF COMMITTEES**

- A. The MSA Board hereby establishes the following standing committees:
  - 1. Executive
  - 2. Policy
  - 3. Finance
  - 4. Personnel (including Superintendent's Evaluation and Calendar Development)
  - 5. MSAB Site Council
  - 6. MSAD Site Council

- B. The MSA Board will establish for each standing or ad hoc committee the number of members, the term, the schedule for meetings, and the charge or mission of each committee. Members of the MSA Board are encouraged/allowed to attend any committee meeting even if they are not appointed to that committee; however, their participation is restricted by the Open Meeting Law (see Section IV-B below).
- C. The MSA Board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.
- D. For the Site Councils of each campus, the MSA Board shall vote to appoint members after review of applications through the Secretary of State website. The Site Councils, following their bylaws, shall elect a chair and vice-chair annually.

#### **IV. PROCEDURES FOR BOARD COMMITTEES**

- A. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice/agendas shall be posted as prescribed by law. (Please refer to Policy 202, Section X for guidelines regarding public participation in meetings)
- B. If additional board members are present beyond the members appointed to that committee, their role is the same as the public attendees to those meetings.
- C. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the MSA Board.
- D. The power of a committee or subcommittee of the MSA Board is advisory only and is limited to making recommendations to the full Board. Recommendations of a committee or subcommittee shall be determined by majority vote and be consistent with the governing rules of the MSA Board.
- E. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the committee.
- F. A committee or subcommittee of the MSA Board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the Board.

**Legal References:**

*Minn. Stat. Ch. 13D (Open Meeting Law)*

**Cross References:**

*MSBA/MASA Model Policy 201 (Legal Status of the School Board)*

*MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)*

*MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)*