

BOARD INTERNAL ORGANIZATION
INTERNAL COMMITTEES

BDB
(LOCAL)

COMMITTEES The board shall have two standing committees.

The first committee, Financial Audit Committee (FAC), oversees the internal and external financial audits. The board president shall appoint the committee of three board members and designate a chair. The committee shall follow guidelines and procedures as defined in Texas "Financial Accountability System Resource Guide" as set forth in the Texas Administrative Code, Section 109.41. At a regularly called board meeting prior to the annual financial audit, the FAC Chair will solicit input from all board members related to the annual financial audit.

The second committee, the Executive Committee, coordinates the work of the Board. The committee is comprised of the president, vice president, and secretary. The committee meets with the superintendent and administrative staff during the week prior to each board meeting to set meeting agendas. In addition, the Executive Committee assures that the superintendent evaluation procedures are followed as set forth in board policy and board operating procedures. The committee may meet with the superintendent as needed to facilitate board and district functions. For these meetings, the board president and the superintendent arrange a date and time, and the vice president and secretary are notified about the meeting. If members of the executive committee are unable to attend, the president may invite other board members to participate in the meeting. The number of board members at these meetings may not exceed three.

At the superintendent's request, any member or group of two or three members of the board may consult with the superintendent in order for the superintendent to solicit guidance and feedback.

AD HOC
COMMITTEES

The board may establish ad hoc committees of the board as needed. The board shall approve a charter for each committee that includes the purpose, the responsibilities, and the expected time period during which the committee will function. No more than three board members may serve on a committee. The board president shall appoint the committee and designate a chair, and a committee quorum shall be two board members.

All board members will be informed about upcoming committee meetings via the superintendent's weekly transmittal. Ad hoc committees may request staff support from the superintendent as necessary. Committee reports are presented at workshops or regular board meetings, and reports should include the following information: meeting dates, members in attendance, major discussion topics, and any recommendations for the full board to consider. Members of a committee shall not assume that the full board will adopt recommendations from the committee. Committees may not transact business.

AD HOC
ADVISORY
COMMITTEES

The board may establish ad hoc advisory committees of community members and district staff. Such committees may make recommendations regarding topics like long-range planning, rezoning, major district transitions or other topics as deemed appropriate by the board. The board shall approve a charter for each committee that includes the purpose, the responsibilities, and the expected time period during which the committee will function. The board shall provide recommendations for membership on the committee. From the recommendations, the administrative staff will select a committee that represents stake-holders and other interests, depending on the committee's charter. Prior to the committee's first meeting, the board shall approve the committee membership. The board shall determine whether ex-officio board representation is appropriate on such a committee and, if so, how many board members will serve. The board president shall appoint board members when it is determined that board representation is appropriate. The superintendent and administrative staff shall facilitate committee work. Committee members shall not assume that the full board will adopt recommendations from the committee.

LIAISONS

Board members serve as liaisons to district councils and committees. The board president appoints board members to serve as liaisons, one board member per council or committee unless otherwise designated.