

**Bath County School District  
Bath County Middle School  
School-Based Decision Making Policy**

<b>Council Policy Type (Check one)</b>  <input type="checkbox"/> By-Laws (Council Operational Policies)  <input checked="" type="checkbox"/> <b>Function (School Operational Policies)</b>	<b>Policy Number</b>  <b>3.00</b>
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<b>Policy Topic Description</b>  <b>COMMITTEES</b>
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<b>Policy Statement</b>
<p><b>STANDING:</b> At the beginning of the school year the council will determine standing committees. The chairperson will advertise standing committees to both parents and teachers for membership. Parents, classified staff and community representatives may volunteer for the standing committee relative to their personal interest and serve on the standing committee of their choice. Teachers shall be appointed by the site base chairperson. Appointment of committees shall be completed by October 1. Members of the site base council will not be required to serve on any standing committee during their term on the SBDM council.</p> <p><b>AD-HOC:</b> Ad-hoc committees shall be formed by the council to help complete specific tasks. Once the task is completed, the committee shall be abolished. The size of the committees and representation shall be determined by the council for each committee. Ad-hoc committee membership shall be open to both parents and teachers.</p> <p><b>OFFICERS:</b> Standing and Ad-hoc committees shall select a chairperson and recording secretary from its membership and may select a vice-chairperson. Either the chairperson or vice chairperson must be a teacher at BCMS.</p> <p><u>Responsibilities:</u></p> <ol style="list-style-type: none"><li>1. The chairperson will be responsible for calling meetings, submitting minutes of committee meetings to the SBDM recording secretary, developing a mission for the committee, and keeping the committee focused on tasks.</li><li>2. The recording secretary will be responsible for taking accurate minutes, submitting them to the SBDM council chairperson, committee members, and faculty.</li></ol>

**Policy Number**

**3.00 Cont.**

**Policy Statement**

**TERM:** Standing committees shall serve for one (1) year from Oct. 1 to Sept. 30.  
Ad-hoc committees shall serve until they complete their tasks.

**DECISION-MAKING:** All committees shall use consensus as the primary method of making decisions. In the event consensus cannot be reached, majority rule may be applied.

**QUORUM:** Two-thirds (2/3) of the members of the committee must be present for the committee to meet and make decisions.

**Date Adopted** 2/16/09

**Signature** Lloyd Sartin

**Council Chairperson**

**Date Revised/ Updated/ Amended** \_\_\_\_\_