

<b>Section B:</b>  <b>School Board Operations</b>	<b>Knox County Board of Education Policy</b>		
	<b>Descriptor Term:</b>  <b>Board Committees</b>	Descriptor Code:	Issued:
		<b>B-140</b>	<b>7/95</b>
		Reviewed:	Revised:
	<b>11/22</b>	<b>1/17</b>	

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**GENERAL**

The Board shall operate without standing committees, except for the Executive Committee; however, special committees composed of Board members may be appointed by the Chair at the direction of the Board and as the needs of the Board shall require.<sup>1</sup> Such committees shall be discharged when the work is finished or earlier by a majority vote of the entire Board. All reports by special committees shall be made directly to the Board.

1. A special committee serving in an advisory capacity shall ordinarily consist of less than a quorum of Board members;
2. The committee will be advisory only;
3. Issues to be discussed by the committee must be approved in advance by the entire Board;
4. A committee shall serve no longer than the annual organization meeting of the Board unless reappointed to finish a designated task; and
5. Committee meetings shall be held in accordance with the Open Meetings Act.<sup>2</sup>

**EXECUTIVE COMMITTEE**

The Chair of the Board and the Director of Schools shall constitute the Executive Committee of the Board, with the Chair of the Board serving as the Chair of the Executive Committee.<sup>1</sup> The duties shall be:

1. To prepare an agenda for each regularly scheduled meeting of the Board, with public notice of such agenda-setting meeting(s);
2. To prepare the annual budget in the approved forms of the Commissioner of Education, to be submitted to the Board for its approval.<sup>3</sup>
3. To advertise for bids and let contracts authorized by the Board;
4. To examine all accounts authorized by the Board and ensure that the approved budget is not exceeded;
5. To submit for approval at each regular meeting of the Board a full report of all business transacted since the last regular meeting; and
6. To transact any other business assigned to the committee by the Board.<sup>4</sup>

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7. Current Board Members shall be allowed to attend and observe meetings of the Executive Committee which are not public noticed; and as observers, Board Members may not comment, discuss or deliberate with the committee.

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Legal References:

- 1. T.C.A. § 49-2-205(2).
- 2. T.C.A. § 8-44-102(b).
- 3. T.C.A. § 49-2-203(a)(11).
- 4. T.C.A. § 49-2-206; TCA § 49-2-205(3).

Approved as to Legal Form  
By Knox County Law Director 12/7/2016  
*/Gary T. Dupler/Deputy Law Director*