

FIRST AMENDED POLICY COMMITTEE OPERATING GUIDELINES

1. **Definitions.** The following definitions are used throughout this proposal:
 - a. "District" shall refer to Geneva CUSD 304;
 - b. "Board" shall refer to the District Board of Education;
 - c. "Administration" shall refer to the District administrative staff;
 - d. "Superintendent" shall refer to the Superintendent of schools of the District;
 - e. "Committee" shall refer to the Policy Committee of the Board;
 - f. "Open Meetings Act" shall refer to the Illinois Open Meetings Act, 5 ILCS 120/1, *et al.*
2. **Authority.** The Committee is advisory only, and authority to make all final decisions with respect to Board policies rests solely with the Board.
3. **Purpose and Operation.**
 - a. The purpose of the Committee shall be to review various policies of the Board, and to recommend to the Board any additions, deletions, or revisions as the Committee sees fit;
 - b. The operation of the Committee shall be through the active involvement of its members, who shall be responsible for undertaking the research, revision and drafting of said policies as necessary.
4. **Membership.**
 - a. The Committee shall be composed of three (3) Board members, who shall have the right to vote on all motions, and the Superintendent, who shall not have the right to vote on motions. Administrative staff may attend in an informational or reference capacity as needed, but shall have no right to vote;
 - b. The members shall serve terms of (2) years, and may serve consecutive terms;
 - c. The Chairperson shall be chosen by majority vote of the Committee members for a term of (2) years, and may serve consecutive terms as Chairperson.
5. **Organization.**
 - a. Beginning in 2011, at each Board reorganization meeting following an election of Board members, the President shall appoint the Committee members, and the Committee members shall choose a Chairperson at its first meeting held thereafter;
6. **Meetings.**
 - a. Meetings shall be scheduled, posted, and conducted in accordance with the Open Meetings Act;
 - b. Meetings should last no more than one hour, and should take place at a regularly scheduled date and time.
7. **Decisions and Recommendations.**
 - a. Committee decisions shall be by the vote of a majority of the members present;
 - b. The decisions of the Committee shall be forwarded to the Board either verbally and/or in writing;