

## **BYLAW 9140**

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### **AD HOC COMMITTEE OF THE BOARD**

1. The Board of Education may establish Ad Hoc Committees of the Board.
2. An Ad Hoc Committee shall be an advisory committee established for a temporary purpose to deal with a specific issue. The Ad Hoc Committee shall report to the Board of Education, within the time prescribed and within its terms of reference, with recommendation for action, which may include a recommendation for policy change.
3. All committees established by the Board of Education are considered advisory committees to the Board.
4. The membership of an Ad-Hoc Committee shall select a Chair at the first meeting of the Ad-Hoc Committee and select a note taker at each meeting.
5. The Chair of the Committee, or the Chair's delegate, will be responsible for preparing the agenda.
6. Two or more members attending an Ad Hoc Committee meeting will form quorum regardless of type of member.
7. School District Senior Administration will be responsible for preparing the meeting minutes.
8. The Official Trustee will report on Ad Hoc Committee recommendations and activities at Board of Education meetings as per the Ad Hoc Committee's Terms of Reference.
9. Ad Hoc Committees of the Board require a Terms of Reference document (template attached), which will be drafted by School District Senior Administration and presented to the Board for approval.

10. Any changes to the Ad Hoc-Committee Terms of Reference shall be approved by the Board.
11. The Official Trustee shall be a member of all Ad Hoc Committees.
12. The Superintendent or designate may be a member of all Ad Hoc Committees.
13. Ad Hoc Committees shall be dissolved by motion of the Board.
14. Ad Hoc Committee meeting materials including agendas, minutes, reports and up to date Terms of Reference for all Ad Hoc Committees will be posted to the District website.

*Greater Victoria School District*

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Approved:	April 27, 1981
Revised:	Sept. 22, 1986
Revised:	October 24, 1988
Minor revisions:	June 1998
Adopted:	February 25, 2002
Reviewed:	March 2012
Revised:	April 20, 2015
Revised:	November 16, 2015
Revised:	September 27, 2021
Revised:	March 31, 2025

## **Ad Hoc Committee Terms of Reference Template**

**Purpose:**

**Deliverables:**

**Membership:**

**Timeline:**

**Voting:**

**Procedural Notes:**

**Date Adopted:**