

# Legislative Action Committee Charter

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The Wappingers Central School District Board of Education established the Legislative Action Committee as a Board Committee effective July 5, 2016 for the purpose of reporting to the Board on state legislative and federal programs that have a direct bearing on fiscal or educational aspects of the Wappingers Central School District and its taxpayers.

## **Purpose**

1. Prepare recommendations on positions and action for the Board with respect to federal and state educational priorities and proposed legislation.
2. Provide a mechanism to discover community opinion related to legislative and regulatory matters that impact the District.
3. Review current and proposed legislation and make informational reports to the Board, as appropriate.
4. Attend appropriate local boards and forums, as well as county, state, regional, and national legislative forums or bodies.

## **Responsibilities**

1. Identify laws and regulations that have an impact upon the District and its taxpayers. The committee will study and analyze those laws and regulations and recommend to the Board positions that would be beneficial to the District.
2. Inform the Board of Education of opportunities for members of the Wappingers Central School District community to participate in organized advocacy efforts.
3. Draft resolutions and other written communications or recommend any other actions regarding issues being considered by local, county, state, and federal governments.
4. Work to build positive relationships with legislators and local officials for the District.
5. Research and enlist support of community resources as needed.
6. Develop a mechanism for communicating to the community current legislative and regulatory issues and Board positions affecting the District.

## **Composition**

The Committee shall be composed of no more than 7 members with varying interests, experience and expertise. The Committee shall make every effort to form a committee that is representative of the entire community.

- a) Three Board members with the Board President serving as ex-officio on all committees
- b) Up to three residents and taxpayers, but not to exceed the number of board members on the committee at any given time, of the Wappingers Central School District
- c) Up to six high school seniors, preferably one from each school, can serve on the committee but will not be counted in the quorum or in a formal vote
- d) Anyone interested in being appointed to the committee shall submit a letter of interest to the District Clerk stating experience, expertise and interest.
- e) The Legislative Action Committee will review all letters received and appoint those applicants whose experience, expertise and interest best meet the existing needs of the committee.

The Chairperson, who shall be nominated by the committee, shall:

- a) Ensure that the committee adheres to the charter as approved by the Board.
- b) Establish meeting agendas.
- c) Ensure that there is a quorum (a majority of the members) present at each meeting.
- d) Guide discussions at committee meetings in order to arrive at resolution of issues by reaching consensus. At the request of a committee member, a formal vote of the members shall be taken.
- e) Provide the Board with an update of the Committee's activities at a regularly scheduled public Board meeting.
- f) Keep written minutes of all meetings.
- g) Minutes of each meeting shall be provided to the committee members in advance of the subsequent meeting for approval at the upcoming meeting.
- h) Minutes are to be provided to the District Clerk for circulation to the full Board and posting on the district's website for the public.
- i) Ensure that committee meetings are posted for public notice.
- j) Maintain a list of active members and their contact information.
- k) Maintain a record of attendance for all meetings.

### **Procedures**

- 1) The Committee shall meet at least every two months during the school year.
- 2) The first meeting of each new term shall be a planning session to appoint the Chairperson, set the committee meeting dates, and establish the committee's focus areas for the school year.
- 3) A majority of the committee membership must be present for a committee meeting to be conducted.

- 4) At each meeting, the minutes from the previous committee meeting shall be reviewed, corrected if necessary, and approved.
- 5) All meeting dates shall be published in the school calendar and on the district's website and shall be open to the general public. Public notice of these meetings shall be given.
- 6) All proceedings shall be conducted in a civil and courteous manner so as to encourage free and open discussion of all viewpoints.
- 7) This Committee is a non-partisan forum investigating legislative and regulatory issues affecting the school district.
- 8) The Committee will review the charter at the end of the school year and present it to the District Clerk for the organizational meeting agenda.