



## STATE PUBLIC CHARTER SCHOOL COMMISSION

### ADMINISTRATION & OPERATIONS COMMITTEE CHARTER

#### **I. PURPOSE**

The Committee on Administration & Operations ("Committee") shall be responsible for assisting the State Public Charter School Commission ("Commission") in fulfilling its policy-making, support, and oversight responsibilities relating to:

- A. Internal operations;
- B. Commission personnel, professional development, and human resources;
- C. The Commission's budget, audit, business practices, and financial integrity;
- D. The Commission's compliance with legal and regulatory requirements;
- E. Charter school system management;
- F. Supporting the Performance and Accountability Committee in matters related to financial and operational frameworks;
- G. Inter-agency communication, collaboration, and resolution.

The Committee will make recommendations to the Commission and perform tasks delegated by the Commission.

#### **II. COMMITTEE MEMBERSHIP**

- A. The members of the Committee and its Chairperson and Vice Chairperson shall be appointed by the Commission Chairperson at a regularly scheduled meeting and shall serve until their successors are appointed or their earlier resignation or removal.
- B. In the event of a vacancy, the Commission shall appoint a replacement as the Commission shall determine is appropriate.

- C. Commission members not appointed to the Committee shall be non-voting, ex-officio members of the Committee. Ex-officio members shall not be counted for quorum purposes.

### **III. MEETINGS**

- A. The Chairperson of the Committee may call a meeting of the Committee upon due notice to all Committee members and to the Chairperson of the Commission and with prior notice and publication of the agenda as provided by law.
- B. At least half of the membership of the Committee shall constitute a quorum.
- C. A concurrence of a simple majority of the Committee members present shall be necessary to take action or make a recommendation to the Commission.
- D. In the absence of the Committee Chairperson, the Vice Chairperson shall chair the meeting; and in the absence of both the Chairperson and the Vice Chairperson, provided that a quorum is present, the remaining members present shall elect one of their number to chair the meeting.
- E. The Committee shall promptly inform the Commission of the actions taken or issues discussed at its meetings and give an oral report at the next regular Commission meeting. The Committee may submit a written report in advance of any regular meeting in lieu of an oral report, provided that there are no items requiring action by the Commission.
- F. All interested persons shall be provided an opportunity to present testimony on any Committee agenda item. An individual or representative wishing to testify should register prior to the meeting. Testimony must be related to an item that is on the agenda and such person shall be required to identify the agenda item to be addressed by the testimony. Each individual or representative of an organization is allotted two (2) minutes, or an amount of time otherwise designated by the Committee Chairperson, to provide testimony to the Committee. Written comments are strongly encouraged in lieu of oral testimony.
- G. The Committee may consult with or be advised by non-Commission members, as determined appropriate by the Committee Chairperson.

### **IV. APPROVAL**

This charter was approved by the Commission on September 13, 2012 and amended by the Commission on August 8, 2013 and August 8, 2019.