

Policy Type: Governance Process**Development and Revision of Board Policy**

It is the Board's responsibility to develop and maintain governing policy. A systematic, predictable means of developing and revising policy will promote community, school, parent and student involvement in policy decisions of the Board and encourage careful and well informed decision making by the Board. Accordingly the Board will develop new policy or substantially revise existing policy as follows:

1. Informal Introduction

Any policy revision or new policy concept may be introduced, informally by any person, during the public comment portion of the Board meeting. The revision or policy concept may be discussed by the Board at that time, scheduled for in depth discussion at a Board workshop or referred to staff for further drafting. No formal action will be taken on informal policy proposals.

2. Formal Introduction

Prior to consideration for formal introduction, all new or revised policies must be submitted to the Board in writing.

- a. A Board member may introduce a new or revised policy if the Board member has notified the Board President in sufficient time so that the proposed policy can be placed on the agenda and each Board member can be provided with a copy of the policy.
- b. A community member, student, parent, staff member, teacher or administrator may seek introduction of a new or revised policy by discussing it with a Board member or giving it to a Board member in writing. The Board member may then at his or her discretion introduce it as provided above.

3. First Reading

Any policy or policy revision that is formally introduced pursuant to paragraph 2 above, shall be given a "first reading" by the Board at the scheduled time on the agenda. After the first reading, if the Board feels it will be helpful to its decision-making process, the Board will open discussion to those attending the meeting. After all comments have been received, the Board will discuss the policy.

If the policy or policy revision fails to meet with the approval of a majority of the Board, it will be eliminated from further discussion. The policy may be redrafted and resubmitted for another first reading.

If the policy or policy revision, with or without amendments, meets with approval of a majority of the Board it will be placed on the agenda for the next monthly business meeting under “action items.”

4. Second Reading

A policy or policy revision that is placed on the agenda as an action item pursuant to paragraph 3 above shall receive a second reading.

5. Adoption

After the second reading, upon motion and second, the policy or policy revision may be adopted, with or *without* amendments, by approval of a majority of the Board. If extensive or controversial amendments are necessary as determined by the Board President, the policy will be rescheduled as an action item, as amended, for the next monthly business meeting of the Board and will receive another reading pursuant to paragraph 4 above.

6. Form of Readings

Readings may be aloud or silent, at the discretion of the President. Copies of the proposal will be available for those attending the meeting.

Any portion of this policy may be waived by a majority vote of the Board, for good cause or in case of emergency.

Adopted: August 2005

Monitoring Method: Board self-assessment
Monitoring Frequency: December