

# Ashland School District 5

Code: **BFC**  
Adopted: 5/23/02  
Orig. Code(s): BFC

## Adoption and Revision of Policies

Adopting new policies and changing or repealing existing policies is the Board's responsibility. Policy will be adopted and amended or repealed only by the affirmative vote of a majority of the Board members. Such action will be scheduled on the agenda of a regular or special meeting.

Proposed policies or policy changes and repeal of existing policies will be presented in writing for consideration by the Board.

To permit time for studying all new policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as a Board agenda item in the following three step process:

1. First reading of a proposed policy (or policies): This is an information item and no action is taken by the Board. A first reading announces that a new policy, a revision of an existing policy or consideration to rescind a policy, is being considered by the Board. If a Board member wishes to discuss a proposed policy or administrative regulation listed as an information item, the policy must be moved to the agenda for discussion with a majority vote of the Board. Any organization which represents employees of the district shall be furnished a copy of personnel policies and revisions as they are made.
2. Second Reading of a proposed policy (or policies): This is an action by the Board and may be placed on the consent agenda. Comments, questions, concerns and recommended edits should be forwarded to the superintendent for consideration prior to the meeting in which the policy is recommended for a third reading and/or adoption. Any revisions to a policy from the original will be made and included in the third reading.
3. Third reading/Adoption of a proposed policy (policies): This is an action by the Board and may be placed on the consent agenda. Any revisions to a policy from the second reading will not require the policy to go through an additional reading, except as the Board determines that the revisions(s) need(s) further study and an additional reading would be advantageous.

When, in the best interests of the district, immediate adoption of a proposed policy is necessary, the Board may adopt such policy at the first or second reading in which it is presented, but in general will require three readings.

Policies and amendments adopted by the Board will be attached to, and made a part of, the minutes of the meeting at which they are adopted and also will be included in the district's board policy manual.

END OF POLICY

**Legal Reference(s):**

[ORS 332.107](#)  
[ORS 332.505](#)

[OAR 581-022-1610](#)  
[OAR 581-022-1720](#)

**Cross Reference(s):**

BCE - Board Committees

KC - Community Involvement in Decision Making