

# Clackamas Education Service District

Code: **BFC**  
Adopted: 05/20/09

## Adoption and Revision of Policies

Board policies will be subject to alteration, addition, or deletion only upon majority vote of the Board at any regular or special meeting in which all members have been notified in writing of the proposed alteration, addition, or deletion at least 24 hours in advance. In most cases, a first reading of the policy will be scheduled on a regular meeting agenda prior to its adoption at a subsequent regular meeting.

A proposed change in policy will not be made at the meeting in which the change is proposed unless an emergency arises.

The formal adoption of policies will be recorded in the Board minutes. Only those written statements so adopted and so recorded will be regarded as official Board policy.

Any formal motion or action of the Board which, as a revision of existing policy, creates, amends, or supplements policy will be called to the attention of the Board when reviewing the minutes for formal adoption.

Board policy documents will be printed and assembled in loose-leaf binders. Board policies will also be available in the electronic read only version. When additions, deletions, or amendments are made to Board policy, the addition, deletion, or amendment will carry the adoption date, the corrected copy will be published and inserted in each Board policy manual, and the electronic version will be updated at the earliest opportunity.

The operation of any section or sections of policies not established by law or specifically listed in current collective bargaining agreements may be temporarily suspended by a majority vote of the Board at a regular or special meeting.

The policy manual will be reviewed annually.

END OF POLICY

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### Legal Reference(s):

[ORS 334.125\(7\)](#)

[OAR 581-024-0240](#)