

## Adoption and Revision of Policies

Adopting new policies and changing or repealing existing policies is solely the Board's responsibility. Policy will be adopted and amended or repealed only by the affirmative vote of a majority of the Board members.

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 sequence:

1. First reading of a proposed policy or policies: This is information item and no action is required 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. 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 second reading and/or adoption.
2. Second reading/adoption of a proposed policy or policies: This is an action by the Board and may be placed on the consolidated action agenda. Any revisions to a policy from the first reading will not require the policy to go through an additional reading, except as the Board determines that the revision(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 meeting in which it is presented.

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 online board policy manual.

END OF POLICY

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**Legal Reference(s):**

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

[OAR 581-022-2305](#)  
[OAR 581-022-2405](#)

**Cross Reference(s):**

CA/CAA - Administration Responsibilities and Goals