

Douglas Education Service District

Code: **BFC**
Adopted: 2/21/08
Readopted: 8/21/14; 10/20/16
Orig. Code(s): 1150

Adoption and Revision of Policies

Policies express the beliefs, goals and values of the Board. They guide the organization as it sets its goals, deploys staff, writes procedures, formulates plans, develops strategies, establishes budgets and takes other actions. Adopting policies and changing or repealing existing policies is the Board's responsibility. Policies are adopted, amended or repealed by the affirmative vote of the majority of the Board members. Such action will be scheduled on the agenda of a regular or special meeting.

Proposed policies or policy changes or repeal of existing policies will be presented in writing for the 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 an 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 second reading and/or adoption. 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 [consensus] [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/Adoption of a proposed policy (or policies): This is an action by the Board and may be placed on the consent agenda. Any revisions to a policy from the first reading will not require the policy 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 ESD, 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 part of, the minutes of the meeting at which they are adopted and also will be included in the ESD's board policy manual.

END OF POLICY

Legal Reference(s):

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

[OAR 581-024-0240](#)