

## **Adoption and Revision of Policies**

The district will be governed by a set of written policies. In order to operate the district in an effective, efficient and consistent manner, written Board policies will be developed and periodically revised, as needed. Policy will be in the form of broad principles that define the desire and intent of the Board, and will be based on the needs of the district.

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

### **Policy Development**

The basic responsibility for initiating, reviewing, and recommending new policies or policy modification will rest with the superintendent; however, new policies or changes in existing policy may be proposed by any Board member, group or organization, staff member, student or resident of the district. The superintendent, may seek community input during the preparation and subsequent review of policy statements. Advice from legal counsel may be appropriate.

A proposed change in policy will not be made until the Board has completed its 30-day review, at the meeting in which it is proposed unless an emergency situation arises. For the situation to be declared an emergency, a unanimous vote of the Board is required.

The formal adoption of policies will be recorded in the minutes of the Board. 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 tends to create, amend, or supplement policy will be called to the attention of the Board in the review of the minutes for formal adoption as a revision to the existing policy.

Board policy documents will be printed and assembled in looseleaf booklets. When additions, deletions, or amendments are made to Board policy, the addition, deletion, or amendment will carry the adoption date and the corrected copy will be published and inserted in each Board policy booklet at the earliest opportunity.

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

## END OF POLICY

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### **Legal Reference(s):**

[ORS 332.107](#)

[ORS 332.505](#)

[OAR 581-022-1610](#)

[OAR 581-022-1720](#)

### **Cross Reference(s):**

BFG - Board Policy Review