

Board of Trustees

Policy 1040

Policies - Adoption and Amendment

Proposed new policies and changes in existing policies shall initially be presented in their entirety in writing at a regular or special meeting of the trustees on first reading. Trustees may determine if a second reading is necessary and vote to adopt following a first or second reading.

Any written statement by a person relative to a proposed new policy or policy change should be directed to the superintendent for transmittal to the board prior to second reading. The board will invite oral statements from employees and patrons as an order of business when considering policy.

In the event that immediate action on a proposed new policy or policy change is necessary, a motion for adoption shall provide that immediate adoption is in the best interest of the district and no further action is required if approved.

Any policy may be suspended on majority vote of trustees at any meeting, provided notice of the proposed suspension has been included in the notice of the meeting. If notice has not been given, suspension may be made only by unanimous vote of trustees present.

All new policies or changes to a policy become effective on adoption unless a specific date is provided in the policy or in the motion for adoption.

Policies as adopted or changed shall be made a part of the minutes of the meeting at which action was taken and shall be included in the Policies of the Board of Trustees.

Policy manuals shall be printed and distributed as follows: The official, up-to-date policies will be maintained on the district website. Trustees may request a printed copy of the Policy Manual. Maintenance and updating of policies on the district website is the responsibility of the superintendent.

Adoption:      First reading                  June 2013                  Adopted