

**Policy Type: Governance Process**

**Development of New Board Policy**

It is the Board’s responsibility to develop governing policy. A systematic, predictable means of developing policy will promote community, school, parent and student involvement in policy decisions of the Board and encourage careful and well informed decision making by the Board. Accordingly, the Board will develop new policy or substantially revise existing policy as follows:

1. Informal Introduction:

Any new policy concept may be introduced, informally by any person, during the public comment portion of the Board meeting. The policy concept may be discussed by the Board at that time, scheduled for in depth discussion at a Board workshop or referred to staff for further drafting. No formal action will be taken on informal policy proposals.

2. Formal Introduction:

Prior to consideration, all new or revised policies must be submitted to the Board in writing:

- a. A Board member may introduce a new or revised policy if the Board member has notified the Board President in sufficient time so that the proposed policy can be placed on the agenda and each Board member can be provided a copy of the policy.
- b. A community member, student, parent, staff member, teacher or administrator may seek introduction of a new or revised policy by discussing it with a Board member or giving it to a Board member in writing. The Board member may then at his or her discretion introduce it as provided above.

3. First Reading:

Any policy that is formally introduced pursuant to paragraph 2 above, shall be given a “first reading” by the Board at the scheduled time on the agenda. After the first reading, the Board will entertain discussion to those attending the meeting.

If the policy fails to meet with the approval of a majority of the Board, it will be eliminated from further discussion. The policy may be redrafted and resubmitted for another first reading.

If the policy with or without amendments, meets with approval of a majority of the Board it will be placed on the agenda for the next monthly business meeting under “action items.”

4. Second Reading:

A policy that is placed on the agenda as an action item pursuant to paragraph 3 above shall receive a second reading. After the reading, the Board will entertain discussion to those attending the meeting.

5. Adoption:

After the second reading, upon motion and second, the policy may be adopted, with or without amendments, by approval of a majority of the Board. If extensive or controversial amendments are necessary as determined by the Board President, the policy will be rescheduled as an action item, as amended, for the next monthly business meeting of the Board and will receive another reading pursuant to paragraph 4 above.

6. Form of Readings:

Readings may be aloud or silent, at the discretion of the President. Copies of the proposal will be provided for those attending the meeting.

Any portion of this policy may be waived by a majority vote of the Board for good cause or in case of emergency.