

## **BGB – POLICY ADOPTION**

Except for policy actions to be taken on emergency measures, the adoption of Board policies should follow this sequence which will take place at least at three regular or special meetings of the Board:

1. Announcement and publication of proposed new or revised policies as an item of information.
2. Opportunity offered to concerned groups or individuals to react to policy proposals.
3. Discussion and final action by the Board on policy proposals.

Policy adoption shall follow a process of first reading, second reading, and adoption with each step of the process placed on the agenda.

1. Prior to enactment, all policy proposals shall be titled and coded as appropriate to subject and in conformance with the codification system used in the Board policy manual.
2. Insofar as possible, each policy statement shall be limited to one subject.
3. Policies and amendments adopted by the Board shall be referenced in the minutes and made a part of the minutes of the meeting at which they are adopted and shall also be included in the policy manual of the District marked with the date of adoption and/or amendment.
4. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.

### Emergency Procedure

On matters of unusual urgency as determined by the Superintendent and School Board Chairperson, the Board may waive the regular adoption process and take immediate action to adopt new or revise existing policies. When such immediate action is necessary, the Superintendent shall inform concerned groups or individuals about the reasons for this necessity.

### Statutory/Regulatory/Policy/Handbook Cross References

Handbook (None)

APPROVED: July 17, 2008

PREVIOUS POLICY: December 27, 1990 “Policy Adoption Procedure”