

Policy Adoption

The Board of Trustees reserves the function of providing policies to guide the actions of those to whom it delegates authority. These policies shall be recorded in writing.

The formulation and adoption of these written policies shall constitute one method by which the Board of Trustees shall exercise its leadership in the operation of the school system.

In formulating policies, the board shall adopt general principles and statements of intent. Application of such policies to individual problems and tasks is an administrative function to be performed by the superintendent and staff. The superintendent shall, in turn, when necessary, or when directed by the governing board prepare written regulations to ensure the implementation of board policy.

The superintendent, in cooperation with staff and the board, shall recommend policies for adoption and recommend revision of existing policies. Policies and/or revisions may be proposed by any member of the board, by any lay group or organization, or by any citizen. Policy formulation shall follow the problem, issue, or need (PIN) process outlined in Policy 2604.

Specific policy proposals and suggested amendments to or revisions of existing policies shall be submitted to all member of the board in writing prior to a regular scheduled board meeting. No policy or amendment or revision shall be adopted unless:

1. It has been discussed at a meeting prior to adoption, or
2. This bylaw is suspended by majority vote of the board.

It shall be the duty of the board to reappraise triennially its policies periodically in view of the changing needs of the community and schools.

Readings

Except in emergencies, as determined by the Board of Trustees, all new policies or bylaws and all proposed revisions or amendments to existing policies or bylaws will have at least one reading prior to submission for adoption. Policies or bylaws will not be adopted at the same meeting that amendments or revisions are made.

A reading will have occurred when:

1. The policy or bylaw has been presented to each board member in writing (enclosure or exhibit).
2. The policy or bylaw has been listed as a board agenda item.

When policy or bylaw is presented as a reading the board can do one of the following:

1. Take no action (none is required).
2. Amend or revise the policy or bylaw.
3. Adopt the policy or bylaw (except in emergency must be a second or later reading).

Legal References:

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| Education Code | |
| 35010(b) | Article 2. General Provisions. Governing Board |
| 35163 | Official Actions |
| 35164 | Majority Vote |

Reference: Robert's Rules of Order, newly revised

Bylaw Adopted:
January 27, 1972
Revised: October 26, 1989
Reviewed: January 1993
References Revised: May 2004
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