

**FORMULATION, ADOPTION, AMENDMENT OR DELETION OF BY-LAWS**

By-law proposals and suggested amendments to, revisions of, or deletions of existing by-laws shall be formulated by the Board's Policy Sub-committee in collaboration with the Superintendent. Following Committee review, said proposals or amendments shall then be presented in writing to all members of the Board of Education prior to a regular Board of Education meeting, during which such proposed bylaws, amendments, revisions or deletions thereof shall be read and discussed.

Except for emergency situations, bylaws will be adopted, amended or deleted after consideration at two regular meetings of the Board of Education. The agenda shall be marked to indicate such matters.

When a by-law is placed on the agenda for the second consecutive meeting, a motion either to adopt or not to adopt the policy or the proposed by-law changes is necessary for discussion. If the discussion results in a suggestion for change, such changes will be included in the second reading of the bylaw prior to adoption.

Any bylaw of the Board may be adopted, amended or deleted at any regular meeting by a majority vote of all members of the Board, provided that such proposal shall have been given to the Board at the previous regular meeting.

Every five years, a complete review of all existing by-laws will be conducted by the Board's Policy Sub-committee.