

**BY-LAWS OF THE BOARD****Formulation, Adoption or Amendment of Policies**

1. In the absence of any written policy, administrative regulations will be used to guide and administer the effective operation of the school district.
2. Suggestions for either new policies or policy changes would normally come to the Board of Education from any of the following:
  - A. Board of Education Members
  - B. Superintendent
  - C. Statute
  - D. Matters of law
  - E. Citizens
  - F. Students.
3. The Superintendent will prepare a draft policy statement for consideration and or the development by the Board of Education.
4. Policy proposals and suggested amendments to or revisions of existing policies shall normally be submitted to all members of the Board of Education by the Superintendent in writing prior to a regular Board of Education meeting in which such proposed policies, amendments or revisions thereof shall be read and discussed.
5. Policies that deal with matters of an emergency nature may be introduced at any regular Board meeting.
6. Policies that affect students are normally effective at the beginning of the next school year following adoption unless the policy provides otherwise.
7. Except for emergency situations, policies will be adopted or amended after consideration at two regular meetings of the Board of Education. The agenda shall be marked to indicate such policy matters.
8. When a policy is placed on the agenda, a motion either to adopt or not to adopt the policy is necessary for discussion. If the discussion results in a suggestion for change, such changes will be included in the second reading of the policy prior to adoption.
9. The formal adoption of policies shall be by majority vote of all members of the Board, and the action shall be recorded in the minutes of the Board.
10. Only those written statements so adopted as policy and so recorded shall be regarded as official policy of the Board.

**ADOPTED**   1/27/00  

**REVISED** \_\_\_\_\_