

## Title: Policy Adoption

Adoption of new policies or the revision or repeal of existing policies is solely the responsibility of the Board of Directors. In October of each year, the Board will approve a list of Board policies and regulations for review.

The Board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two Board meetings. The proposed policy changes shall be available for review, and public comment will be allowed prior to final Board action. Such public comment will be determined by the Board President and normally will be incorporated into the Public Participation portion of the regular Board meeting.

The Board will adhere to the following procedure in considering and adopting policy proposals.

- A. First meeting -- the proposal shall be presented for a first reading and discussion.
- B. Second meeting -- the proposal shall be presented for a second reading, discussion and vote.

The policy will be effective on the date of passage or the date stated in the motion, whichever is later.

This procedure shall be required except for emergency situations. In the case of an emergency, a new or changed policy may be adopted by the Board on first reading. The emergency policy shall expire at the close of the third regular meeting following the emergency action, unless the policy adoption procedure stated above is followed and the policy is reaffirmed. If the Board adopts a policy in an emergency situation, a statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The Board shall have complete discretion to determine what constitutes an emergency situation under this policy.

Cross References:  
201, 202, 223, 225, 226, 227  
Admin.

Legal References:  
Iowa Code § 279.8, 281 Iowa  
Code § 12.3 (2)

Approved: Jul. 18, 1989

Reviewed: May 6, 1997  
February 23, 2016

Revised: April 25, 2006  
March 22, 2011  
March 23, 2021