

**Billings School District 2**

**THE BOARD OF TRUSTEES**

District Policy

Adoption, Amendment and Repeal of Policies

Proposed new policies or proposed changes to existing policies, and proposed repeal of existing policies shall be presented to the Board by the Board Operations Committee in writing for readings and discussion as described herein.

Through the process, interested parties may submit views, present data or arguments, orally or in writing, in support of or in opposition to proposed policy changes.

The Board will follow the following steps when considering changes to District policy including the adoption of a new policy:

1. First Reading: The proposed change to District policy will be presented for a first reading and discussion by the Board at a regular Board meeting.
2. Second Reading: The proposed change to District policy will be presented for a second reading and discussion by a Board committee at a committee meeting or by the Board at a regular or special Board meeting.
3. Third Reading: The proposed change to District policy will be presented for a third reading, discussion and action by the Board at a regular Board meeting.

All new or amended policies shall become effective on adoption unless a specific effective date is stated in the motion for adoption.

Policies, as adopted or amended, shall be made a part of the minutes of the meeting at which action was taken and also shall be included in the District's policy manual. Policies of the District shall be reviewed annually by the Board.

Policy Accessibility

The clerk shall maintain the policies of the District. Every administrator, as well as staff, students, and other residents, shall have ready access to the District policies through the District website.

Suspension of Policies

Under circumstances that require waiver of a policy, the policy may be suspended by a majority vote of the trustees present. To suspend a policy, however, all trustees must have received written notice of the meeting, which includes the proposal to suspend a policy and an explanation of the purpose of such proposed suspension.

Legal References: § 20-3-323, MCA  
10.55.701, ARM

District policy and record of acts  
Board of Trustees

Policy History:

First Reading: January 19, 2004 - Board of Trustees  
Second Reading: February 16, 2004 - Board of Trustees  
Third Reading: March 15, 2004 - Board of Trustees  
Adopted on: March 15, 2004  
Effective on: July 1, 2004  
Revised on: June 20, 2005  
Reviewed on: November 30, 2023  
First Reading: December 18, 2023  
Second Reading: January 9, 2024  
Third Reading: January 22, 2024  
Effective on: January 22, 2024