

Regulation

PROCEDURE FOR ADOPTION OR AMENDMENT OF POLICY OR BYLAWS

The chief school administrator, who shall act as policy coordinator to the board, shall follow the following procedures:

- A. Identify issue (using attached form as needed) and assemble data for board's consideration, including legal references, citizens' petitions and letters, and/or relevant material.
- B. Prepare a first draft, which should conform as nearly as possible to the philosophy and intent of the board as expressed when the need for a policy arose. Draft necessary administrative rules and regulations. Title and number the proposals as appropriate to subject and in conformance with the numerical system used in the board's manual; Where appropriate, seek advice of board attorney and consult persons who might be affected.
- C. Set up meeting with board policy committee. Prior to this meeting, send first draft to all board members so they will have an opportunity to study and comment. (While all policy committee meetings will be announced and all board members welcome, they will be essentially working sessions acting on behalf of and at the direction of the entire board and will be scheduled at the convenience of members assigned to this committee.)
- D. If necessary, revise first draft in accordance with policy committee's recommendations. Send approved draft to all board members and place the first reading of the policy on the agenda of a public board meeting.
- E. At the first reading, present the proposed policy or policy change with a recommendation and an explanation. If board requests review of written administrative regulations present them. Any interested person or group should be given an opportunity to be heard on the proposal. Board discussion is in order at this first reading.
- F. If board wishes any changes, redraft for second reading, at which board discussion is also in order.
- G. When board adopts policy, prepare final copy, duplicate and distribute to all district policy manual holders. See that policies and amendments adopted by the board are attached to and made a part of the minutes of the meeting at which they are adopted.
- H. Disseminate policy to other interested parties-press, teachers, and community.

Adopted;	May 2, 1989
Revised:	July 31, 2003
NJSBA Review/Update:	January 2009, August 2016, September 2018
Readopted:	April 27, 2009, September 17, 2018, January 2024