

## **POLICY ADOPTION PROCEDURE**

The following procedure shall be used to adopt, review, revise or delete Board of Directors policies:

A. The Policy Committee is charged with reviewing and recommending all policies and policy changes to be considered by the Board.

1. Individual Board members, other standing committees, the Superintendent, or other interested parties should submit policy suggestions and concerns to the Policy Committee.
2. The Policy Committee, together with the Superintendent, shall have the responsibility to review and research each suggestion in accordance with Board policies, prepare draft policies as appropriate, and make recommendations regarding adoption, revision and/or deletion to the entire Board.

Any Board member may request that consideration of the adoption, revision, or deletion of a policy be placed on the agenda of any regular meeting if the Policy Committee, after having had full opportunity to consider the member's submitted suggestion, fails to recommend action satisfactory to the member.

3. At an appropriate stage in the process, the Policy Committee shall contact the representative teacher organization to meet and consult regarding any proposed new or changed educational policy.

To the fullest extent practical, the Policy Committee shall also discuss the proposal with other groups affected by the policy.

B. Upon recommendation by the Policy Committee, the first reading of a new policy, revision or deletion of policy shall be placed on the agenda of a regular Board meeting. Board members shall receive the policy and recommendations in advance of the meeting date. Discussion may take place on the substance of the policy proposal, and a formal vote shall be held to acknowledge the first reading of the policy. Any changes to the policy agreed to by consensus or formally adopted amendment shall be made prior to the second reading.

C. At a subsequent regular meeting, more than two weeks and less than eight weeks after the first reading, the policy shall be placed on the agenda for second reading and action. Amendments may be introduced and acted upon. If a main motion to approve the policy is passed by a majority vote of the whole Board, the policy is adopted.

If appropriate, further consideration of the policy may be tabled to a specific date.

D. Immediately upon approval, all new policies, policy revisions or deletions shall be disseminated to policy manuals. Policies deleted and changed shall be recalled. The Superintendent/designee shall ensure that all policy manuals are kept up-to-date.

Legal Reference: 26 MRSA § 965,1, C

Cross Reference: BG - Board Policy Process

ADOPTED: November 10, 1998

REVISED: April 11, 2000  
April 24, 2007 (per Policy Committee)