

Policy Adoption Procedure

The following procedure will be used to adopt, review, revise or delete School Board 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, or a designee will have the responsibility to review and research each suggestion in accordance with Board policies, prepare draft policies as appropriate, and make recommendations to the entire Board.
 3. Any School Board member may request that consideration of the adoption, revision, or deletion of a policy be placed on the agenda of any regular Board 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.
 4. To the fullest extent practical, the Policy Committee will discuss the proposal with other groups affected by the proposed policy.
- B. Upon recommendation by the Policy Committee, the first reading of a new policy, revision or deletion of policy will be placed on the agenda of a regular Board meeting. Board members will 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 will be held to acknowledge the first reading of the policy. Any changes to the policy agreed to by consensus or formally adopted amendment will be made prior to the second reading.
- C. At a subsequent regular meeting, the policy will 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 not passed at such a meeting by a majority vote of the whole Board, the process for that policy is ended. However, if appropriate, further consideration of the policy may be postponed to a specific date.

- D. Upon approval, policies, revisions and deletions will be disseminated. Policies deleted and changed will be recalled. The Superintendent or designee will ensure that all policies will be attached to and filed with the minutes of the board meeting.

Legal Reference: 26 MRSA § 965.1,C

Cross Reference: BG – School Board Policy Process
CHD – Administration in the Absence of Policy

Adopted: January 24, 2013

Reviewed: February 23, 2016