

## DEVELOPMENT AND ADOPTION OF BOARD POLICY - AR

### I. PURPOSE

The purpose of these administrative regulations is to outline the process by which policy and administrative regulations will be presented to the Board, and adopted by the Board.

### II. DEFINITIONS

- A. Policy - A statement of intent as to how the Board wants to address various issues that guide the development of administrative regulations
- B. Administrative Regulation (AR) - Detailed directions for administrative staff to put into practice to implement the ideas and intent of the corresponding policy of the Board
- C. First Reading - At a Board meeting the proposal shall be presented to the Board in a codified form. Board members may seek clarification of intent, but will normally not engage in discussions on the merit or substance of the proposal.
- D. Second Reading - At the next regular meeting, all stakeholder input will be presented to the Board. The Board will discuss any changes between the first and second readings as well as any additional concerns they or the public may have. The Board will vote for adoption or rejection of the proposed policy change.

### III. POLICY REVIEW AND ADOPTION

- A. All proposed policies shall be reviewed by the policy committee prior to being presented at a Board meeting.
- B. All policies shall be reviewed by the Board with two readings.
- C. All policies must be approved by the Board.
- D. In the event that the Board has additional questions, a policy may, at the Board's request, go through three (3) readings before a vote is taken for approval.
- E. When revising an existing policy, deletions will be noted with a strikethrough the text to be deleted, and additions will be added with a yellow highlight of the text.

**IV. ADMINISTRATIVE REGULATION (AR) REVIEW AND ADOPTION**

- A. All proposed AR's shall be reviewed by the policy committee prior to being presented at a Board meeting.
- B. All AR's shall be presented to the Board, for their information, at the time the a corresponding policy is presented to the Board for the First Reading.
- C. All AR's will be officially adopted at the time the corresponding policy has an affirmative vote from the Board.
- D. In the event that Administrative Regulations are developed or revised, and the corresponding policy has no revision, the corresponding policy will be shared with the Board for review at the time the new or revised Administrative Regulations are reviewed. Since the policy would remain unchanged in this instance, there is no requirement for the Board to vote, but to simply review the policy.
- E. When revising existing administrative regulations, deletions will be noted with a strikethrough the text to be deleted, and additions will be added with a yellow highlight of the text.

**V. PROCEDURAL EXCEPTIONS**

In the event of extraordinary circumstances, such as the pandemic caused by the Coronavirus, the Board may amend a Policy without the necessity of two (2) readers. Such an amendment will occur during an Open Meeting of the Board. The amended Policy will be for a period of one (1) year or until the Board acts to reinstate or again amend the Policy, whichever comes first. The waiver may continue beyond the one (1) year period, but only upon a vote of the Board during an Open Meeting. When amending a Policy, the Board will state why the amendment is necessary and justifiable under the circumstances.

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