

## **Adoption and Revision of Policies**

Adopting new policies and changing or repealing existing policies is the Board's responsibilities. Policy will be adopted and amended or repealed only by the affirmative vote of a majority of the Board members. Such action will be scheduled on the agenda of a regular or special meeting.

Proposed policies or policy changes and repeal of existing policies will be presented in writing for consideration by the Board.

To permit time for studying all new policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as a Board agenda item in the following sequence:

1. First reading of a proposed policy or policies: No action is required by the Board. A first reading announces that a new policy, a revision of an existing policy or consideration to rescind a policy is being considered by the Board. Comments, questions, concerns and recommended edits may be discussed or sent to the Superintendent for consideration prior to the meeting in which the policy is recommended for second reading and/or adoption.
2. Second Reading/Adoption of a proposed policy or policies: The second reading/adoption of a policy or policies is an action by the Board, and may be placed on the consent agenda. Any revisions to a policy from the first reading will not require the policy go through an additional reading, except as the Board determines that the revision(s) need(s) further study and an additional reading would be advantageous.

Minor changes in policy language, including editing, that result in no modification of policy intent may be made at a single Board meeting through the consent agenda.

When, in the best interests of the ESD, immediate adoption of a proposed policy is necessary, the Board may adopt such policy at the first meeting in which it is presented.

Policies and amendments adopted by the Board will be attached to, and made a part of, the minutes of the meeting at which they are adopted and also will be included in the ESD's electronic policy manual.

END OF POLICY

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**Legal Reference(s):**

[ORS 334.125\(7\)](#)  
[OAR 581-024-0240](#)

**Cross Reference(s):**

BF – Policy Development  
BFD – Board Policy Implementation