

Policy Title: **Adoption of Policy**

Policy #208.1

The adoption of new policies or amending or rescinding of an existing policy is the exclusive responsibility of the board. Any formal action to add, modify, or change existing board policy will be by a majority vote of the membership of the board during an open meeting.

The board will give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two (2) board meetings. The proposed policy changes will be made available and public comment will be allowed at both meetings prior to final board action.

This notice procedure will be required except for emergency situations. If the board adopts a policy in an emergency situation, a statement regarding the emergency and the need for immediate adoption of the policy will be included in the minutes. The board will have complete discretion to determine what constitutes an emergency situation.

The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the board. The policy will be effective on the later of the date of passage or the date stated in the motion.

In the case of any emergency, a new or changed policy may be adopted by a majority vote of quorum of the board. The emergency policy will expire at the close of the third regular meeting following the emergency action, unless the policy adoption procedure stated above is followed and the policy is reaffirmed.

Date of Adoption: 1967

Reviewed and Amended: 12/10/74, 4/24/89, 11/23/92; 11/95; 8/99; 09/26/05; 12/22/08; 10/22/12; 2/23/15