

## Policy Adoption

Adoption of new policies or the revision or repeal of existing policies is solely the responsibility of the Board.

The Board shall adhere to the following procedure in considering and adopting policy proposals to ensure that they will be examined before final action.

1. First meeting - the proposal shall be presented as an informal item and the proposal shall be presented for a first reading, discussion and first vote.

2. Second meeting - the proposal shall be presented for a second reading, discussion, and final adoption.

During the discussion of a policy proposal, the views of the public and staff will be considered. Amendments may be proposed by Board members and/or the Administrative Director. An amendment will not require more than two (2) readings unless the Board determines that the amendment needs further study and that an additional reading would be desirable.

Under unusual circumstances, the Board may temporarily approve a policy to meet emergency conditions. However, the above procedure is required before the policy shall be considered final. For any policy to be revised, repealed, or adopted, it must receive the majority vote of the Board present at the meeting.