

POLICY ADOPTION -- PROCEDURES

NEPN/NSBA Code: BGB-R

The procedure for proposing the adoption, review, revision or deletion of a school board policy shall be:

- A. The Policy Committee is charged with receiving and recommending all policies/policy changes to be considered by the board.
  - 1. Individual board members, other standing committees, and the superintendent should submit policy suggestions and concerns to the Policy Committee.
  - 2. The Policy Committee shall have the responsibility to review and research each suggestion in accordance with board policies, then prepare drafts as appropriate and make recommendations to the entire board.

Any school board member may enter the adoption, revision, or deletion of a policy on the agenda of any regular meeting when the Policy Committee, after having had full opportunity to consider the member's submitted suggestion, fails to recommend action satisfactory to the member.

- 3. At an appropriate stage in the policy consideration, the Policy Committee shall initiate contact with the representative teacher organization to provide opportunity to meet and consult regarding any proposed new or changed educational policy, in accordance with Title 26 MRSA, section 965.1, C.
- B. Upon recommendation by the Policy Committee, a regular meeting agenda shall include the first reading of a new proposal, revision or deletion of policy. Discussion may take place on the substance of the policy proposal, and a formal vote shall be held to acknowledge the first reading of the policy. Any changes agreed to by consensus or formally adopted amendment shall be made prior to the second reading.
- C. At a subsequent regular meeting, more than two weeks and less than eight weeks after the first reading, the policy shall 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 special circumstances apply, limited additional time may be obtained for further consideration by the adoption of a motion to table the policy to a specific date no later than five weeks hence.

- D. Immediately upon approval, policies/revisions/deletions shall be disseminated. Policies deleted and changed shall be recalled.

Legal Reference:

Cross Reference: BG - SCHOOL BOARD POLICY PROCESS  
BGB - POLICY ADOPTION

Adopted: 11-16-95