

## **Board Bylaws: Policy Manual**

### **Board Policies**

Governing Board policies are written statements adopted by the Board which communicate the guidelines within which the Superintendent or designee and staff may take discretionary action.

The Superintendent or designee shall present drafts or suggestions for new policy and policy revisions when changes in law occur and when specific needs arise.

The Board encourages members of the community to contribute information and opinions for the Board's consideration and to propose revisions to policy. When drafting or revising policies which affect other governmental agencies, the Board welcomes input from these agencies and will cooperate with them in addressing matters of mutual concern.

The Superintendent or designee shall provide for the continuous orderly review of existing policies at a time allocated for this purpose on the agenda of regular Board meetings.

The Board shall review certain policies annually, as required by law.

The adoption of policy shall conform with Board bylaws governing agendas, meetings, and voting. Only those written statements adopted and recorded in the minutes shall constitute official Board policy.

Before adoption, policies shall normally be given two readings by the Board.

At its second reading, the policy may be adopted by a majority vote of all members of the Board. The Board may waive the second reading or may require additional readings.

When policies are amended, the Superintendent or designee shall review corresponding administrative regulations to ensure that they conform to the intent of the revised policy.

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### **LEGAL REFERENCES:**

#### **EDUCATION CODE**

<a href="#">35010</a>	Control of district; prescription and enforcement of rules
<a href="#">35160</a>	Authority of governing boards
<a href="#">35160.5</a>	Annual review of school district policies
<a href="#">35163</a>	Official actions, minutes and journal
<a href="#">35164</a>	Vote requirements

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***Adoption: 12/9/1987***

***Revised: 1/12/2005***