

Regulation

FORMULATION, ADOPTION AND AMENDMENT OF POLICIES

The adoption of board policies shall be according to the following procedures and will take place at two consecutive regular meetings of the board:

- A. Proposed new or revised policies shall be placed in their entirety on the agenda, and formally introduced at both meetings. It shall be noted on the agenda and in the minutes whether it is the first reading or second reading of the proposals;
- B. Discussion and final action by the board on policy shall occur after the second reading;
- C. At least two (2) weeks shall elapse between the meeting at which policy proposals are first placed on the agenda and the meeting at which the final vote to adopt or not to adopt occurs.

Final Action

- A. Prior to adoption, all policy proposals shall be titled and coded as appropriate to subject and in conformance with the codification system used in the board policy manual;
- B. Insofar as possible, each policy statement shall be limited to one subject;
- C. Policies and amendments adopted by the board shall be part of the minutes of the meeting at which they are adopted and shall also be included in the policy manual and posted online as soon as possible;
- D. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.

Emergency Procedures

On matters of unusual urgency, the board may waive the two (2) week limitation and take immediate action to adopt a new policy or revised existing policies. When such immediate action is necessary, the superintendent shall inform affected groups or individuals of the new or revised policies within three (3) working days after adoption.

In the interest of efficient administration, the superintendent shall have the power to decide all matters that may arise for which there is no specific policy provision. No emergency action shall constitute official board policy. Whenever possible, the superintendent shall consult with the board president prior to such emergency action. The superintendent shall present the matter at the next board meeting so the board can consider policy to deal with such a situation in the future.

The board shall make the final determination of the official policy of the school district.

Adopted: June 22, 1999
Revised: November 18, 2003
NJSBA Review/Update: February 2020
Readopted: