

# Houston County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Policy Development and Adoption</b>	Descriptor Code: <b>1.600</b>	Issued Date: <b>07/08/13</b>
		Rescinds: <b>1.600</b>	Issued: <b>07/22/04</b>

A proposed policy or policy change shall be submitted to the Board as part of the agenda. Any interested party shall be given an opportunity to be heard on the proposal. The Board's approval of the proposal or return for study and/or further revision shall constitute the first reading.

The proposed policy or policy amendment shall be considered at the next board meeting with the final vote following the second reading. Adoption shall require an affirmative vote by a majority of the members of the Board. Second reading of proposed policy can be waived by a unanimous vote of the Board and a vote on policy adoption can be taken by the Board.

Policies and amendments adopted by the Board shall be made a part of the minutes and shall be placed in the policy manual. Policies and amendments shall be effective immediately upon adoption unless a specific effective date is provided, and shall supersede any previous Board action on the subject.

## **POLICY MAINTENANCE**

The director of schools shall be responsible for drafting policy proposals, maintaining the Board Policy Manual and serving as liaison between the Board and the Tennessee School Boards Association. At least biennially, the Board shall review its policy manual for the purpose of passing, revising or deleting policies mandated by changing conditions.' In order that the policy manual remain current, the Board may contract annually for TSBA's policy maintenance service.

Policies shall be accessible to all employees of the school system, members of the Board, and citizens of the community.<sup>1</sup> All policy manuals shall remain the property of the Board and are subject to recall any time deemed necessary by the director of schools.

## **EMERGENCY PROCEDURE**

On matters of unusual urgency, by an affirmative vote by a majority of the Board, the Board may waive the second reading limitation and take immediate action to adopt new or revised policies.

## **SUSPENSION OF POLICIES**

Any board policy or part thereof may be suspended by an affirmative vote by 2/3 of the members of the Board.

## **ADMINISTRATION IN POLICY ABSENCE**

In cases where the Board has provided no guidelines for administrative action, the director of schools shall have the power to act, but report to the Board at its next meeting.

Legal Reference:  
1. TCA 49-2-207

Cross Reference  
Role of the Board of Education 1.101  
Agendas 1.403