

ADOPTION AND AMENDMENT OF POLICIES AND BYLAWS

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion. Unless it is deemed by the Board that immediate action would be in the best interests of the District, the final vote for adoption shall take place not earlier than the next succeeding regular or special Board meeting. Any written statement by any person relative to a proposed policy or amendment should be directed to the Secretary of the Board prior to the second reading. The Board may invite oral statements from staff members or patrons as an order of business.

When the Board of Directors is considering a District policy or amendment to policy that is not expressly or by implication authorized by state or federal law, but which will promote the education of kindergarten through twelfth grade students in public schools or will promote the effective, efficient or safe management and operation of the District, the proposed policy shall be described in any notice of the meetings at which the policy will be considered, if the notice is issued pursuant to the Open Public Meetings Act, Ch. 42.30 RCW. The Board of Directors will provide an opportunity for public written and oral comment on such policies before adoption or amendment.

In the event that immediate action on a proposed policy is necessary, the motion for its adoption shall provide that immediate adoption is in the best interest of the District. No further action is required. All new or amended policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption.

Policies and bylaws as adopted or amended shall be made a part of the minutes of the meeting at which action was taken and shall also be included in the District's policy manual.

Policy Manuals

The superintendent shall develop and maintain a current policy and procedures manual which contains the policies of the District.

The manual is intended as both a tool for District management as well as a source of information to patrons, staff and others about how the District operates. To that end, the manual shall be kept updated on the District website.

Administrative Procedures

The superintendent shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

When a written procedure is developed, the superintendent shall submit it to the Board as an information item. Such procedures need not be approved by the Board, though the Board may request revision when it appears that they are not consistent with the Board's intentions as expressed in its policies.

Legal References: RCW 28A.320.010 Corporate powers
 28A.320.040 Directors—Bylaws

Adoption Date: 10.13.88
Revised: 11.09.00; 06.09.11
Stevenson-Carson School District #303