

# Hancock 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>04/09/15</b>
		Rescinds:	Issued:

1 A proposed policy or policy change shall be submitted to the Board as part of the agenda. The Board's  
2 approval of the proposal or return for study and/or further revision shall constitute the first reading.

3 The proposed policy or policy amendment shall be considered at the next board meeting with the final  
4 vote following the second reading. Adoption shall require an affirmative vote by a majority of the  
5 members of the Board and each vote will contain a future date for reporting the effectiveness of the  
6 policy.

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

## 10 **POLICY MAINTENANCE**

11 The director of schools shall be responsible for drafting policy proposals and maintaining the Board  
12 Policy Manual. At least biennially, the Board shall review its policy manual for the purpose of passing,  
13 revising or deleting policies mandated by changing conditions. 1 In order that the policy manual  
14 remain current, the Board may contract annually for TSBA's policy maintenance service.

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

## 18 **PROCEDURE FOR EXPEDITED ACTION**

19 On matters of unusual urgency, by an affirmative vote by a majority of the members of the Board, the  
20 Board may waive the second reading limitation and take immediate action to adopt new or revised  
21 policies. The Board may also vote to waive the second reading if a proposed amendment to a policy is  
22 considered housekeeping or clerical in nature.

## 23 **SUSPENSION OF POLICIES**

24 Any board policy or part thereof may be suspended by an affirmative vote by a majority of the  
25 members of the Board.

## 26 **ADMINISTRATION IN POLICY ABSENCE**

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

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Legal References

1. TCA 49-2-207

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Cross References

- Duties to the Board of Education 1.101  
Agendas 1.403