

## **GOVERNANCE**

## **Policy 204-R**

### **Creation and Revision of Policy and Regulations**

Policy development is a continuing, never-ending process. Policies and regulations will be reviewed periodically by the Policy Committee and revised, if necessary, to meet changing needs.

The Board shall initiate the development and revision of policy and regulations via the Policy Committee. It may do so at the suggestion of the Superintendent or any other individual or group, or on its own volition.

The Superintendent, via the Policy Committee, shall provide the Board with a clear assessment of the need for new or revised policy or regulations, and possible alternatives to fulfill the need.

Prior to Board approval of a policy or regulation, a statement of need, an analysis of implications and alternatives, and a copy of the proposed policy and/or regulation should be circulated to those affected by it for comment, unless, in the opinion of the Board, the new policy or regulation, or the revision to an existing policy or regulation, is too minor to require this process.

The Superintendent will consult with all those affected by a policy or regulation in the process of developing a recommendation for consideration by the Board.

Notice of Motion for any adoption, amendment, or suspension of a policy or regulation shall be submitted at the regular public Board Meeting prior to the meeting at which the change will be considered.

If a situation arises in which the Board must act quickly, the Chairperson may, with the consent of the Board, waive the requirement of prior notice and the Board may propose, discuss, and adopt a policy or regulations at a single meeting. However, it is the practice of the Board to review such "emergency" policies and regulations after they have been in force for several months to ensure that the policy and/or regulations are well considered and remain appropriate for continued use.

The formal adoption of policies and regulations shall be recorded in the minutes of the public Meeting of the Board at which the adoption vote was taken. Only such written record shall constitute the policies and regulations of the Board.

All Board policies and regulations shall be recorded in the appropriate section of the online Policy Manual and, in each case the date of Board approval shall be shown.

The Superintendent shall ensure that notice of new or revised policy or regulations is provided to affected parties (employees, students, parents and/or the public) as appropriate to the topic.

Policies will be posted on the district website. Stakeholder groups shall be advised of all new and revised policies and regulations.

Revision Board Approval: 24 November 2021

Revised: 26 November 2015

Adopted: 02 June 2014

\*Examples are included but not limited to: Housekeeping, Legislative Mandated changes, Board Governance Matters

## REQUIRED STEPS FOR NEW POLICY OR AMENDMENTS TO EXISTING POLICY

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- 1. Policy Initiated or Amended**

New policy or amendments to existing policy may be initiated by the Superintendent or designate directly or on behalf of Trustees. Once a new policy is identified or changes to an existing policy are required, it comes to Policy Committee for discussion.

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  - 2. Policy Reviewed By Policy Committee**

If the Policy Committee is satisfied with the proposed policy and determines it is either a housekeeping amendment or policy change that does not require stakeholder input (\*see note below for examples) proceed to step 5.

If the Policy Committee determines that a stakeholder consultation process is required, the Chair of the Policy Committee prepares a Recommendation to the Board for circulation to Stakeholders for input and feedback with a timeline.

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  - 3. Policy Draft Circulated to Stakeholders for input & feedback**

The draft proposed policy (or draft amendment) is sent out for circulation to stakeholders and Trustees for input and feedback with a timeline attached.

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  - 4. Input on the Response Draft Reviewed By Policy Committee**

Policy Committee makes amendments to the Response Draft as necessary, based on the input received and if further discussion is needed, Policy Committee makes amendments to the response draft as necessary. Once the Policy Committee is satisfied with the proposed Policy or revision to policy, it is attached to the Policy Committee minutes for reference and proceeds to Step 5 Notice of Motion process.

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  - 5. Notice of Motion that a Recommendation will be on next Public Board Agenda**

The Chair of the Policy Committee prepares a *Notice of Motion* that a **Recommendation** will be coming to the Board for consideration and final approval of the new/revised proposed policy. A copy of the proposed policy, along with comments submitted by stakeholders, is attached to the Policy Committee minutes with the *Notice of Motion* and also to the **Recommendation** at the following Board meeting, to allow all Board members opportunity for final review and comment.
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### **6. Board Considers Policy**

This is the final opportunity for Board input. If anything, other than minor changes to the proposed policy are being considered at this time, the Board should send the policy back to Step 4.

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### **7. Board Approves Policy**

Following Board approval, the new/revised policy is uploaded to the District Website.