

## Board Policy Process

The Board considers policy development one of its chief responsibilities. The Board develops policies and puts them in writing to provide for the successful, consistent and efficient operation of the BOCES.

The policies of the Board shall be interpreted in accordance with state and federal laws and regulations.

### Policy adoption

Adoption of new policies or the revision or repeal of existing policies is solely the responsibility of the Board. However, proposals regarding policies may originate with a Board member, the executive director, the superintendents' advisory council, staff members, [*parents, students,*] consultants, civic groups or other residents of the BOCES. A careful and orderly process shall be used in examining such proposals prior to action upon them by the Board.

The Board shall adhere to the following procedure in formally considering and adopting policy proposals to ensure thoughtful examination of the issues prior to final adoption.

1. First meeting—the proposal shall be presented for a first reading, discussion and first vote.
2. Second meeting—the proposal shall be presented for a second reading, discussion and final vote.

During discussion of a policy proposal, the views of the public and staff shall be considered.

Amendments may be proposed by Board members. An amendment shall not require that the policy go through an additional reading except when the Board determines that further study is needed or that an additional reading would be helpful.

Under unusual circumstances, the Board may temporarily approve a policy to meet emergency conditions. However, the above procedure is required before the policy shall be considered permanent.

The Board shall establish procedures to waive policies to facilitate attainment of BOCES-level goals.

### Policy revision and review

The executive director shall be responsible for calling to the Board's attention all policies that are out of date or for other reasons appear to need revision. Policy revision shall be accomplished in the same manner as policy adoption.

Additionally, from time to time the Board may undertake a process to review and revise all of the policies in its manual. At the Board's discretion, it may utilize an outside facilitator to conduct this review and revision process. Such process shall be in accordance with a schedule developed by the Board and the outside facilitator, if applicable. Once the review and revision process is complete, the Board may choose to adopt the revised policy manual in its entirety by approval of a resolution. In this event, the above policy adoption process, including any readings, shall not apply.

### **Board review of regulations**

The executive director shall develop, adopt and implement administrative procedures, guidelines or similar processes as necessary and appropriate to implement policies adopted by the Board.

The Board reserves the right to review regulations issued by the executive director at its discretion, but it shall revise or veto such regulations only when, in the Board's judgment, they are inconsistent with policies and regulations adopted by the Board. The Board shall be provided with copies of all BOCES-wide regulations issued by the executive director.

Regulations shall be officially approved by the Board when required by state or federal law or when the Board or executive director consider such adoption desirable.

### **Policy communication**

The executive director shall establish and maintain an orderly plan for preserving and disseminating BOCES policies and regulations. Staff will be informed of policy changes on a regular basis.

The Board's policy manual is a public record and shall be open for inspection at the administrative offices of the BOCES.

### **Monitoring policy implementation**

The Board shall continuously monitor the implementation of its policies to ensure that reasonable progress is being made toward achieving the Board's goals and that operation of the BOCES is consistent with its policies.

### **Suspension/repeal of policy**

In the event of special circumstances, the operation of any Board policy, including those governing its own operating procedures, may be temporarily suspended by a majority vote of Board members present at any regular or special meeting. This, however, shall not apply to any Board policy established by law or by contract.

Policy repeal shall be accomplished in the same manner as policy adoption.

(Adoption Date: September 10, 2014)

LEGAL REFS.: C.R.S. 22-5-107 (*duties of board*)  
C.R.S. 22-32-109 (1)(a-c) (*specific duties of board*)