

## **Bylaws of the Board**

### **Formulation, Adoption, Amendment of Policies**

The East Granby Board of Education considers policy development its chief function, along with appraisal of the result achieved through its policies. It is through the development and adoption of written policies that the Board shall exercise its leadership in the operation of the school system; it is through study and evaluation of reports concerning the execution of its written policies that the Board shall exercise its control over school operations.

It is the intent of the Board to develop policies and put them in writing so that they serve as guidelines and goals for the successful and efficient functioning of the public schools.

Written policies serve as guides for the discretionary action of those to whom it delegates authority and as a source of information and guidance for all persons who are interested in, and affected by, the district schools.

Changes in needs, conditions, purposes, and objectives will require revisions, deletions, and additions to the policies of present and future Boards. Thus policy development is an ongoing process.

### **Policy Draft Writer**

The Superintendent or designee shall be responsible for recasting Board consensus about policy recommendations into acceptable written form for further deliberation and/or action by the Board.

### **Attorney Involvement In Policy Development**

The Superintendent, as the policy draft writer for the Board, shall seek the advice of counsel when, in the Superintendent's opinion or the Board's, there may be a question of legality or proper legal procedure in the development of a proposed policy.

In the development of policies, the Board will delegate the Superintendent the responsibility of seeking the advice and counsel of appropriate personnel.

The purpose of this provision is that the Board may gain the most complete and reliable information possible on which to base decisions.

### **Policy Adoption**

Adoption of new policies or changing existing policies is solely the responsibility of the Board.

## **Bylaws of the Board**

### **Formulation, Adoption, Amendment of Policies**

#### **Policy Adoption** (continued)

Policies will, barring emergencies, be adopted or amended after consideration at two meetings of the Board of Education. The time between Board meetings shall permit further study and also give an opportunity to interested parties to react, however, temporary approval may be granted by the Board in lieu of formal policy to meet emergency conditions or special events which will take place before formal action can be taken.

The agenda and minutes shall be marked to indicate policy matters. The formal adoption of policies shall be by majority vote of present members of the Board of Education and the action shall be recorded in the minutes of the Board of Education. Only those written statements so adopted and so recorded shall be regarded as official policy.

Any policy may be suspended at any meeting by a two-thirds vote of the whole Board. The time period of the suspension should be noted in the meeting minutes.

#### **Policy Dissemination**

The Superintendent is directed to establish and maintain an orderly plan for making pertinent policies of the Board known to staff members, students, and others affected by them.

The Superintendent shall arrange to disseminate to staff members all new policies that affect them and their work and shall also provide easy accessibility to an up-to-date policy collection for all employees of the school system and members of the Board.

The Board's policy manual shall be considered a public record and shall be open for inspection at the Board offices.

Reference: Robert's Rules of Order, Revised