

POLICY ADOPTION AND AMENDMENT PROCEDURE

The following procedure shall be used to develop, adopt, and review, revise and/or delete (repeal) CRSC Board policies:

- A. The Board's Governance Committee is charged with reviewing and recommending all new policies and policy changes to be considered by the Board.
 1. Individual Board members, Board subcommittees, the Executive Director, and members of the public must submit policy suggestions and concerns to the Board Chair or Executive Director. Policy suggestions that are submitted will be forwarded to the Governance Committee. School personnel should follow any and all applicable administrative procedures and/or agreement provisions for submitting policy suggestions.
 2. The Governance Committee, together with the Executive Director, will be responsible for reviewing and researching suggestions for new policies and policy changes. The Governance Committee may seek or ask the Executive Director to provide information such as, but not limited to, the specific need for the policy; the fiscal consequences of the proposed policy; the potential effect of the policy on the instructional program, staff, learners, and the community; samples of policies on the same or similar subjects; applicable provisions of state and/or federal law and regulations; and the anticipated costs and benefits of implementing, enforcing and monitoring the proposed policy.
 3. The Governance Committee may prepare draft policies or delegate the drafting to all or individual policies to the Executive Director.
 4. At an appropriate stage in the process, the Executive Director, on behalf of the Governance Committee and the Board, shall notify all appropriate school unit staff and partners of any proposed new educational policy or proposed modification of any existing educational policy. The Governance Committee may also seek input or discuss the proposal with other groups affected by the policy or legal counsel
 5. The Governance Committee will make reports to the Board regarding its activities and the status of policy development

- B. Upon recommendation by the Governance Committee, the first reading of a new policy, substantial revision or deletion of policy shall be placed on the agenda of a regular Board meeting. Board members shall receive the policy, supporting material, if appropriate, and any written recommendations in advance of the meeting date.

The Governance Committee Chair or designee will explain the proposed policy or policy change. The Board may discuss the substance of the policy proposal, and a vote shall be held to acknowledge the first reading of the policy. Revision required by recent changes in law or minor non-substantive changes can be adopted and enacted by vote at the time of first reading, but the vote must state this if that is the intent of the Board.

Changes to format, coding or reference listings are not considered part of the official policy, and can therefore be changed without a formal Board vote.

Any changes to the draft policy presented for first reading that are agreed to by consensus or by vote on a motion to amend shall be made prior to the second reading and/or enactment.

- C. At a subsequent regular meeting, a new policy or substantive policy revision having been acknowledged by the Board in a first reading, shall be placed on the agenda for second reading and adoption. Amendments may be introduced and acted upon. If a main motion to approve the policy is not passed at such a meeting by a majority vote of Board members present and voting, the process for that policy is ended unless the Board, by vote, takes action to table further consideration of the policy or otherwise dispose of the policy (e.g., refer it back to the Governance Committee for further research).
- D. The Executive Director/designee will be responsible for making new and revised policies available to board members, school unit personnel, students, and the public through the website and/or other appropriate means as soon as practicable following adoption. If a Board member keeps a paper policy manual, they are responsible for updating the manual with new or revised policies or notification of deletions.
- E. The Executive Director shall provide each Board member with electronic access (and instructions for accessing) to the current set of active and current policies.

Legal Reference: 26 MRSA Sec 965(1)(C)

Cross Reference: BG – Policy Development

CHD - Administration in Policy Absence

Adopted: 8/29/2012

First Reading: 9/19/22

Second Reading and Adoption of Revisions: 10/17/22