

## **Adoption of Policy**

The Board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two regular Board meetings. The proposed policy changes shall be distributed and public comment may be allowed at both meetings prior to final Board action. This notice procedure shall be required except for emergency situations. If the Board adopts a policy in an emergency situation, a statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The Board shall have complete discretion to determine what constitutes an emergency situation.

The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the Board at the next regular meeting after the meeting allowing public discussion. The policy will be effective on the later of the date of passage or the date stated in the motion.

In the case of an emergency, a new or changed policy may be adopted by a majority vote of a quorum of the Board. The emergency policy shall expire at the close of the third regular meeting following the emergency action, unless the policy adoption procedure stated above is followed and the policy is reaffirmed.

Approved: September 15, 1997

Reviewed: March 28, 2016