

**BOARD POLICY ADOPTION AND REVIEW**

All new Board policies and proposed policy revisions with major content changes shall adhere to the following process:

- Placement on the meeting agenda for the Policy Committee for review and recommendation to the full Board
- Placement on the Board meeting agenda for first reading and distribution as a proposed new or revised policy
- Discussion after the first reading with an opportunity for concerned groups or individuals to react to the policy proposal
- Redrafting, if so directed as a result of the first reading, and placement on the next Board meeting agenda
- Action by the Board after the second reading

Revisions to the proposed policy at full Board review stages shall not require repetition of the sequence as to those revisions, unless the Board so directs. The Board may waive the two reading requirement and take immediate action to adopt a revision to an existing Board policy.

Proposed policy revisions limited to style or minor content changes may be presented and adopted at the same Board meeting.

The formal adoption of policies shall be recorded in the minutes of the Board meeting. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

Policies and revisions to policies shall be effective immediately upon adoption, unless a specific date is provided in the adoption resolution.

When necessary, administrative guidelines and relevant exhibits shall be developed and included in the Board policy publication to accompany the policy with which they are associated. Administrative guidelines are intended to provide additional guidance to assist the implementation of Board policies.

Any administrative guidelines and exhibits shall be developed early in the policy adoption process to provide clarity regarding the implications of the policy proposal under consideration. The Board may review and discuss the contents of administrative guidelines and exhibits to ensure consistency with the policy under consideration but shall not take formal action to approve administrative guidelines and exhibits.

The Board will review all policies within a 4-year period, not to exceed 6 years.

ADOPTION DATE: January 11, 2016

REVISION DATE(S): November 28, 2022

REVIEW DATE(S): October 17, 2022

CROSS-REFERENCE:

LEGAL REFERENCE: Wisconsin Statutes Section 120.13