

Williamson County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Policy Development and Adoption	Descriptor Code: 1.600	Issued Date:
		Rescinds:	Issued: 11/26/18

1 A proposed policy or policy change shall be submitted to the Board as part of the agenda. The Board's
2 approval of the proposal or return for study and/or further revision shall constitute the first reading.

3 The proposed policy or policy amendment shall be considered at the next board meeting with the final
4 vote following the second reading. Adoption shall require an affirmative vote by a majority of the
5 members of the Board, and each vote will contain a future date for reporting the effectiveness of the
6 policy.

7 Policies and amendments adopted by the Board shall be made a part of the minutes and shall be placed
8 in the policy manual. Policies and amendments shall be effective immediately upon adoption unless a
9 specific effective date is provided and shall supersede any previous board action on the subject.

10 **POLICY MAINTENANCE**

11 The Director of Schools shall be responsible for drafting policy proposals and maintaining the Board
12 policy manual. At least biannually, the Board shall review its policy manual for the purpose of passing,
13 revising, or deleting policies mandated by changing conditions.¹ To ensure that the policy manual
14 remains current, the Board may contract annually for TSBA's policy maintenance service.

15 Policies shall be accessible to all employees of the school system, members of the Board, and citizens
16 of the community.¹ All policy manuals shall remain the property of the Board and are subject to recall
17 any time deemed necessary by the Director of Schools.

18 **PROCEDURE FOR EXPEDITED ACTION**

19 On matters of unusual urgency, by an affirmative vote by a majority of the members of the Board, the
20 Board may waive the second reading and take immediate action to adopt new or revised policies. The
21 Board may also vote to waive the second reading if a proposed amendment to a policy is considered
22 housekeeping or clerical in nature.

23 **SUSPENSION OF POLICIES**

24 Any Board policy or part thereof may be suspended by an affirmative vote by a majority of the
25 members of the Board.

26 **ADMINISTRATION IN POLICY ABSENCE**

27 In cases where the Board has provided no guidelines for administrative action, the Director of Schools
28 shall have the power to act but report to the Board at its next meeting.

Legal References

1. TCA 49-2-207

Cross References

- Role of the Board of Education 1.101
Agendas 1.403