

## **SUBJECT: FORMULATION, AMENDMENT, AND ADOPTION OF POLICY**

The Board of Cooperative Educational Services is solely responsible for the adoption of policy. In its development of policy the Board operates as the legislative body of the Supervisory District and its resolutions have the force of the law.

All policy considerations shall be placed on the agenda of regular Board meetings and shall be adopted only by majority vote of the Board membership. Amendments to Board of Education policy shall be considered in the same manner. All policy and amendments to policy shall be laid on the table for a period of thirty (30) calendar days following their introduction at a regular meeting of the Board of Education. Any change in policy or amendment thereto will be on a written notice to the Clerk of the Board with a request that it be placed on the agenda at the next regular Board meeting.

The formal adoption of written Board policy shall be recorded in the official minutes of the Board. Such written Board policy shall govern the conduct and affairs of the BOCES and shall be binding upon the members of the educational community in the BOCES.

It shall be the Board's responsibility to keep its written policies up-to-date so that they may be used consistently as a basis for Board action and administrative decision.

The District Superintendent is given the continuing commission of calling to the Board's attention all policies that are out-of-date or for other reasons appear to need revision.

To permit time for study of all new policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments may be presented as an agenda item to the Board in the following sequence:

1. Information item—distribution with agenda. (This may be an announcement that a policy is being developed in a particular area and that interested persons may submit suggestions.
2. Discussion item – first reading of proposed policy or policies: response from District Superintendent, report from any Board or Advisory Committee assigned responsibility in the area, Board discussion, and directions for any redrafting.
3. Action item – discussion, adoption, or rejection, at least one calendar month following initial proposal or next regularly scheduled Board meeting, whichever comes first.

Adopted: 7/10/02  
Amended:6/9/2005