

Policy Title:

***Adoption of Policy***

Code No. **205.3**

The Board will give notice of the adoption of new policies by placing the item on the agenda of two board meetings. The proposed policy will be presented and public comment will be allowed at both meetings prior to final board action. This procedure will 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 will be included in the minutes. The Board will have complete discretion to determine what constitutes an emergency situation.

The final action taken to adopt the proposed policy will be approved by a simple majority vote of the Board. The policy will be effective on the date of adoption or the date stated in the motion.

In the case of an emergency, a new policy may be adopted by a majority vote of a quorum of the Board. The emergency policy will 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.

**Date of Adoption:** January 22, 2007

**Date of Revision:** November 14, 2011

**Date of Review:** May 11, 2015  
August 9, 2021