

**BOARD POLICIES**

The office of the Superintendent or designee will draft proposed policies and bylaws for consideration by the Board of Trustees. The following procedures will be followed:

1. Policies, regulations and bylaws mandated by law will be given top priority. The Superintendent or designee will ensure that those mandated by law by a certain date are reviewed, amended if necessary and adopted by the Board within the timeline prescribed by law.
2. Policies will be reviewed for:
  - a. Legal requirements.
  - b. Applicability at the local level.
  - c. Options legally available to the District.
  - d. Future need.
3. The Superintendent or designee may delegate the initial task of review and revision to the administrator with appropriate expertise. However, the Superintendent or designee shall retain the responsibility of final review before submitting policies to the Board.
4. Draft policies, regulations and bylaws may be submitted to the District's legal counsel for review and recommendations.
5. The Superintendent or designee's office shall place the draft policy, administrative regulation or bylaw statement on the agenda of a public Board meeting for public review and action.