

Adopted: 02 June 2014

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Required Steps For New Policy or Revisions to Existing Policy

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| 1. Policy Initiated or Amended | New policy or revisions to existing policy may be initiated by the Superintendent or designate directly or on behalf of Trustees. Once a new policy is identified or changes to an existing policy are required, it comes to Policy Committee for discussion. |
| 2. Policy Reviewed by Policy Committee | <p>If the Policy Committee is satisfied with the proposed policy and determines it is either a minor revision (e.g., housekeeping) or policy change that does not require partner group input (e.g., legislative mandate, board governance) proceed to Step 5.</p> <p>If the Policy Committee determines that partner group consultation is required, the Chair of the Policy Committee prepares a Recommendation to the Board for circulation to partner groups for input and feedback with a timeline.</p> |
| 3. Policy Draft or Revision Circulated to Partner Groups for Input and Review | The draft proposed policy or revision is sent out for circulation to partner groups for input and feedback with a timeline attached. |
| 4. Input on the Response Draft Reviewed by Policy Committee | Policy Committee makes revisions to the response draft as necessary, based on the input received and if further discussion is needed, Policy Committee makes revisions to the response draft as necessary. Once the Policy Committee is satisfied with the proposed policy or revision to policy, it is attached to the Policy Committee minutes for reference and proceeds to Step 5 Notice of Motion process. |
| 5. Notice of Motion | The Chair of the Policy Committee prepares a <i>Notice of Motion</i> that a _____ will be coming to the Board for consideration and final approval of the new/revised proposed policy. A copy of the proposed policy is attached to the Policy Committee minutes with the <i>Notice of Motion</i> and also to the _____ at the following Board meeting, to allow all Board members opportunity for final review and comment. |

