

ADOPTION OF POLICY

The board will give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two regular board meetings. The proposed policy changes will be distributed and public comment will be allowed at both meetings prior to final board action. This notice 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 shall 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 at the next regular meeting after the meeting allowing public discussion. The policy will be effective on the later of the date of passage or the date stated in the motion.

In the case of an emergency, a new or changed 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.

NOTE: There is no legal requirement for the number of readings a board policy needs to have prior to its adoption by the board. The standard practice is two meetings, and this policy is written to reflect that practice. If a board holds fewer or more readings, the policy should be amended to reflect that practice. It is recommended the expiration date of an emergency policy be the number of meetings needed to adopt a regular policy plus an additional meeting.

Legal Reference: Iowa Code § 279.82013)
281 I.A.C. 12.3(2).
1970 Op. Att'y Gen. 287.

Cross Reference:
200.2 Powers of the Board of Directors
200.3 Responsibilities of the Board of Directors
209 Board of Directors Management Procedures

Approved: October 19, 1998

Reviewed: July 14, 2003; February 10, 2014

Revised: March 9, 2009