

# Oregon School Boards Association

## Selected CC Sample Policy

Code: **BFC**  
Adopted:

### Adoption and Revision of Policies (Version 1)

Adopting new policies and changing or repealing existing policies are solely the Board's responsibilities. Policy will be adopted and amended or repealed only by the affirmative vote of a majority of the Board members. Such action will be scheduled on the agenda of a regular or special meeting.

Proposed policies or policy changes and repeal of existing policies will be presented in writing for consideration by the Board.

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

1. ~~Distribution with agenda as an information item. This announces that a policy is being developed in a particular area and that interested parties may submit suggestions;~~
1. First reading of a proposed policy (or policies); ~~response from the President; report from any Board or advisory committee assigned responsibility in the area; Board discussion and directions for any redrafting. During discussion of a policy proposal, the views of the public and staff will be considered. Amendments may be proposed by Board members. An amendment will not require the policy go through an additional reading except as the Board determines that the amendment needs further study and an additional reading would be advantageous;~~ This is an information item and no action is required by the Board. A first reading announces that a new policy, a revision of an existing policy or consideration to rescind a policy, is being considered by the Board. Comments, questions, concerns and recommended edits should be forwarded to the President or designee for consideration prior to the meeting in which the policy is recommended for a second reading and/or adoption. If a Board member wishes to discuss a proposed policy or administrative regulation listed as an information item, the policy must be moved to the agenda for discussion with a [consensus] [majority vote] of the Board. Any organization which represents employees of the community college shall be furnished a copy of personnel policies and revisions as they are made.
2. Second reading/~~Adoption of a proposed policy (or policies); response from the President; report from any Board or advisory committee assigned responsibility in the area; Board discussion and directions for any redrafting. During discussion of a policy proposal, the views of the public and staff will be considered. Amendments may be proposed by Board members. An amendment will not require the policy go through an additional reading except as the Board determines that the amendment needs further study and an additional reading would be advantageous;~~ This is an action by the Board and may be placed on the consent agenda. Any revisions to a policy from the first reading will not require the policy go through an additional reading, except as the Board determines that the revision(s) need(s) further study and an additional reading would be advantageous.

When, in the best interests of the College, immediate adoption of a proposed policy is necessary, the Board may adopt such policy at the first meeting in which it is presented.

Policies and amendments adopted by the Board will be attached to, and made a part of, the minutes of the meeting at which they are adopted and also will be included in the College's **board** policy manual.

END OF POLICY

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**Legal Reference(s):**

[ORS 341.283](#)

[ORS 341.290\(2\)](#)

[OAR 589-008-0100\(1\)\(l\), \(2\)](#)



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1. ~~Distribution with agenda as an information item. This announces that a policy is being developed in a particular area and that interested parties may submit suggestions;~~
1. ~~First reading of a proposed policy (or policies); response from the superintendent; report from any Board or advisory committee assigned responsibility in the area; Board discussion and directions for any redrafting. During discussion of a policy proposal, the views of the public and staff will be considered. Amendments may be proposed by Board members. An amendment will not require the policy go through an additional reading except as the Board determines that the amendment needs further study and an additional reading would be advantageous; This is an information item and no action is required by the Board. A first reading announces that a new policy, a revision of an existing policy or consideration to rescind a policy, is being considered by the Board. Comments, questions, concerns and recommended edits should be forwarded to the superintendent for consideration prior to the meeting in which the policy is recommended for a second reading and/or adoption. If a Board member wishes to discuss a proposed policy or administrative regulation listed as an information item, the policy must be moved to the agenda for discussion with a [consensus] [majority vote] of the Board. Any organization which represents employees of the district shall be furnished a copy of personnel policies and revisions as they are made.~~
2. ~~Second reading/Adoption of a proposed policy (or policies); response from the superintendent; report from any Board or advisory committee assigned responsibility in the area; Board discussion and directions for any redrafting. During discussion of a policy proposal, the views of the public and staff will be considered. Amendments may be proposed by Board members. An amendment will not require the policy go through an additional reading except as the Board determines that the amendment needs further study and an additional reading would be advantageous. This is an action by the Board and may be placed on the consent agenda. Any revisions to a policy from the first reading will not require the policy go through an additional reading, except as the Board determines that the revision(s) need(s) further study and an additional reading would be advantageous.~~

When, in the best interests of the district, immediate adoption of a proposed policy is necessary, the Board may adopt such policy at the first meeting in which it is presented.

Policies and amendments adopted by the Board will be attached to, and made a part of, the minutes of the meeting at which they are adopted and also will be included in the district's board policy manual.

END OF POLICY

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**Legal Reference(s):**

ORS 332.107

ORS 332.505

OAR 581-022-1610

OAR 581-022-1720



# Pendleton School District 16R

Code: **BFC**  
Adopted: 01/10/89  
Readopted: 3/08/10  
Orig. Code(s): BEA

## Adoption and Revision of Policies

The policies of the Board will be subject to alteration, addition or deletion only upon majority vote of the Board at any regular or special meeting which all members have been notified of the text of the proposed alteration, addition, or deletion in writing and distributed with the agenda. In most cases, a first reading of the policy will be scheduled on the agenda of a regular meeting prior to the adoption at a subsequent regular meeting.

A proposed change in policy will not be made at the meeting in which it is proposed unless an emergency situation arises. For the situation to be declared an emergency, a unanimous vote of the Board is required.

The formal adoption of policies will be recorded in the minutes of the Board. Only those written statements so adopted and so recorded will be regarded as official Board policy.

Any formal motion or action of the board which tends to create, amend, or supplement policy will be called to the attention of the Board in the review of the minutes for formal adoption as a revision to the existing policy.

Board policy documents will be printed and assembled in looseleaf notebooks. When additions, deletions, or amendments are made to Board policy, the addition, deletion, or amendment will carry the adoption date and the corrected copy will be published and inserted in each Board policy notebook at the earliest opportunity.

The operation of any section or sections of policies not established by law or specifically listed in the current labor document may be temporarily suspended by a majority vote of the Board at a regular or special meeting.

This manual will be reviewed at the beginning of each year in order to keep it up to date.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)  
[ORS 332.505](#)

[OAR 581-022-1610](#)  
[OAR 581-022-1720](#)

### Cross Reference(s):

BCE - Board Committees  
KC - Community Involvement in Decision Making