

**Formulation, Adoption, Amendment  
Or Deletion of Bylaws and Policies**

**Process**

It is the intent of the Board to develop policies and put them in writing so that they may serve as guidelines for the discretionary action of those to whom it delegates authority and for the successful and efficient functioning of the public schools.

The Board considers policy development one of its chief responsibilities. Proposals regarding policies may originate with a member of the Board, the Superintendent, a staff member, a parent, student, consultant, civic group, or any resident of the district. A careful and orderly process will be used in examining such proposals prior to action upon them by the Board. Development and revision of policies and bylaws shall be directed through the Policy committee of the Board of Education. The Board will take action after hearing the recommendations of the Superintendent and the viewpoints of persons and groups affected by the policy.

The policies of the Board are framed and meant to be interpreted in terms of state laws and regulations and other regulatory agencies within our state and federal levels of government.

Changes in needs, conditions, purposes, and objectives will require revisions, deletions, and additions to the policies of the present and future Boards. The Board will welcome suggestions for ongoing policy development.

**Bylaws**

Bylaw proposals and suggested amendments to, revisions of, or deletions of existing bylaws shall normally be submitted to all members of the Madison Board of Education (the "Board") by the Superintendent from the Policy Committee in writing prior to a regular Board meeting in which such proposed bylaws, amendments, revisions or deletions thereof shall be read and discussed.

37 Except for emergency situations, bylaws will be adopted, amended, or deleted after  
38 consideration at two regular meetings of the Board. The agenda shall be marked to  
39 indicate such matters.

40  
41 When a bylaw is placed on the agenda for the second consecutive meeting, a motion  
42 either to adopt or not to adopt the bylaw or the proposed bylaw changes is necessary for  
43 discussion. If the discussion results in a suggestion for change, such changes will be  
44 included in the second reading of the bylaw prior to adoption.

45  
46 Any bylaw of the Board may be adopted, amended or deleted at any regular meeting by a  
47 majority vote of all members of the Board, provided that such proposal shall have been  
48 given to the Board at the previous regular meeting.

49  
50 **Policies**

51  
52 1. In the absence of any written policy, administrative regulations will be used to  
53 guide and administer the effective operation of the Madison Public Schools.

54  
55 2. Suggestions for either new policies or policy changes normally come to the  
56 Madison Board of Education (the “Board”) from any of the following:

57  
58 A. Board members

59 B. Superintendent

60 C. Statute

61 D. Matters of law

62 E. Citizens, and/or

63 F. Students.

64  
65 3. The Superintendent will prepare a draft policy statement for consideration and  
66 development by the Board.

- 68 34. Policy proposals and suggested amendments to, revisions of, or deletions of  
69 existing policies shall normally be submitted to all members of the Board by the  
70 Policy Committee by the Superintendent in writing prior to a regular Board  
71 meeting in which such proposed policies, amendments, revisions or deletions  
72 thereof shall be read and discussed.
- 73
- 74 45. Policies that deal with matters of an emergency nature may be introduced at any  
75 regular or special Board meeting.
- 76
- 77 56. Policies that affect students shall become effective at the beginning of the next  
78 school year following adoption unless the policy provides otherwise.
- 79
- 80 67. ~~Except for emergency situations,~~ Generally, ~~policies~~ policies will be adopted,  
81 amended, or deleted after consideration at two regular meetings of the Board. The  
82 agenda shall be marked to indicate such policy matters. At its discretion, the  
83 Board may dispense with the two reading adoption sequence and move directly  
84 from the first read to the vote with a two-thirds affirmative vote of the quorum of  
85 the Board.
- 86
- 87 8. When a policy is placed on the agenda for the second consecutive meeting, a  
88 motion either to adopt or not to adopt the policy or the proposed policy changes is  
89 necessary for discussion. If the discussion results in a suggestion for change, such  
90 changes will be included in the second reading of the policy prior to adoption.
- 91
- 92 9. The formal adoption or deletion of policies and the adoption of policy changes  
93 shall be by majority vote of all members of the Board, and the action shall be  
94 recorded in the minutes of the Board.
- 95
- 96 10. Only those written statements so adopted as policy and so recorded shall be  
97 regarded as official policy of the Board.
- 98

99  
100  
101 First Reading: