

**SUBJECT: FORMULATION, ADOPTION AND DISSEMINATION OF POLICY**

The BOCES shall determine and adopt policies in accordance with procedure, which it will establish, in order to facilitate the broadest possible consultation with elements of the district, including district employees who may have special knowledge of, or a particular interest in, the policy under consideration.

**Policy and the Law**

No policy of the BOCES may be in conflict with the law; nor may the Board adopt policies or perform any functions expressly prohibited to it by law.

**Proposing Board Policy**

Policies may be proposed for adoption, amendment, or repeal at any Board meeting, by any member of the Board, or by the District Superintendent. The Board desires that the members of the staff, both certificated and classified, and other interested parties shall have maximum possible opportunity to advise the Board of their reactions to and feelings about proposed changes in policy.

**Procedure for Adopting Policies**

Policies will be voted upon by using the following procedure:

- a. At the first meeting, a proposed policy is presented. It will be discussed, but action will not be taken. Formal action will be taken at a subsequent Board meeting, or
- b. If a NYS Law or Commissioner's Regulation requires immediate action, a proposed policy may be adopted by the Board at its first reading. It is the Board's intent that this provision will be used only in situations requiring immediate Board action in order to be in compliance with Law or Regulation.

**Review and Revision**

The Board of Education shall maintain a public written record of its policies, which is reviewed and revised as deemed necessary (with the date of initial adoption and subsequent revisions noted on the policy).

**Adopted: January 9, 2002**