

# Hamilton County Board of Education

Monitoring: <b>Review: Annually, In September</b>	Descriptor Term: <b>Policy Development and Adoption</b>	Descriptor Code: <b>1.600</b>	Issued Date: <b>12/19/09</b>
		Rescinded:	Revised: <b>10/18/18</b>

1 Either the Administration or a Board member may propose an amendment to or the adoption of Board  
2 policy. Any such proposal shall be put in writing and submitted to the Board for reading and  
3 consideration at two consecutive meetings. At the first reading, the Administration or the Board  
4 member proposing the change to policy shall address the Board and introduce the proposal. Board  
5 members may ask questions, and any interested party shall be given an opportunity to be heard. The  
6 Board shall not, however, vote on the proposal after the first reading. At the next regular business  
7 meeting, the Board shall consider the proposal and hear any interested party who wishes to be heard.  
8 After this second reading, having heard all interested parties, the Board will take action on the  
9 proposal.

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11 Adoption shall require an affirmative vote by a majority of the members of the Board and each vote  
12 will either become effective immediately or contain a future date for reporting the effectiveness of the  
13 policy.

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15 Policies and amendments adopted by the Board shall be made a part of the minutes and shall be placed  
16 in the policy manual. Policies and amendments shall be effective immediately upon adoption unless a  
17 specific effective date is provided, and shall supersede any previous Board action on the subject.

## 18 **POLICY MAINTENANCE**

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21 The director of schools or his designee, in conjunction with the Board secretary, shall be responsible  
22 for drafting policy proposals, maintaining the Board Policy Manual and serving as liaison between the  
23 Board and the Tennessee School Boards Association. At least annually, in consultation with legal  
24 counsel, the Board shall review its policy manual for the purpose of passing, revising or deleting  
25 policies mandated by changing conditions.<sup>1</sup> In order that the policy manual remain current, the Board  
26 may contract annually for TSBA's policy maintenance service.

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28 Policies shall be accessible to all employees of the school system, members of the Board, and citizens  
29 of the community.<sup>1</sup> All policy manuals shall remain the property of the Board and are subject to recall  
30 any time deemed necessary by the director of schools.

## 31 **SUSPENSION OF POLICIES**

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34 Any board policy or part thereof may be suspended, either by a unanimous vote of board members  
35 present or by a two-thirds vote of the total membership of the Board. The Board shall communicate a  
36 specific duration of the suspension or the specific circumstances under which the suspension of the  
37 policy is applicable. If the suspension is to be permanent, the Board shall formally rescind the policy.

## 38 **ADMINISTRATION IN POLICY ABSENCE**

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40 In cases where the Board has provided no guidelines for administrative action, the director of schools  
41 shall have the power to act, but report to the Board at its next meeting.

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Legal References and Cross References:

1. TCA 49-2-207
2. Role of the Board– Board Policy 1.101
3. Agendas – Board Policy 1.403