



POLICY ADOPTION PROCEDURE

The following procedure shall be used to develop, adopt, review, revise, and/or delete (repeal) Regional School Unit No. 24 (RSU) Board (RSUB) policies:

- A. The Policy Committee is charged with reviewing and recommending all new policies and policy changes to be considered by the RSUB.
 1. Individual RSUB members, RSUB subcommittees, and the Superintendent, may submit policy suggestions and concerns directly to the Policy Committee. Policy suggestions that are submitted to the RSUB Chair or the Superintendent will be forwarded to the Policy Committee. RSU employees should follow any and all applicable administrative procedures and/or collective bargaining agreement provisions for submitting policy suggestions.
 2. The Policy Committee, together with the Superintendent, will be responsible for reviewing and researching suggestions for new policies and policy changes. The Policy Committee may seek or ask the Superintendent to provide information such as, but not limited to, the specific need for the policy; the fiscal consequences of the proposed policy; the potential effect of the policy on the instructional program, staff, students and their parent(s) and/or legal guardian(s), school volunteers, school visitors, and the community; samples of policies on the same or similar subjects; applicable provisions of state and/or federal law and regulations; and the anticipated costs and benefits of implementing, enforcing, and monitoring the proposed policy.
 3. The Policy Committee may prepare draft policies or delegate the drafting of all or individual policies to the Superintendent.

4. At an appropriate stage in the process, the Policy Committee shall contact the representative teacher organization to meet and consult regarding any proposed new or changed educational policy. To the fullest extent practical, the Policy Committee shall also discuss the proposal with other groups affected by the policy.
 5. The Policy Committee will make reports to the RSUB regarding its activities and the status of policy development.
- B. Recommendations by the Policy Committee regarding changes in policy shall be placed on the agenda of a regular RSUB meeting. RSUB members shall receive the policy, supporting material, if appropriate, and any written recommendations in advance of the meeting date.
- The Policy Committee Chair will explain the proposed policy or policy change. The RSUB may discuss the substance of the policy proposal or change, and a vote shall be held. Any changes to a policy brought forward for a first read and agreed to by consensus or by vote on a motion to amend shall be made prior to the second reading.
- C. At a subsequent regular meeting, following the next Policy Committee meeting after the first reading, the policy shall be placed on the agenda for second reading and action. Amendments may be introduced and acted upon. If a main motion to approve the policy is not passed at such a meeting by a majority weighted vote of RSUB members present and voting, the process for that policy is ended unless the RSUB, by weighted vote, takes action to table further consideration of the policy or otherwise dispose of the policy (e.g., refer it back to the Policy Committee for further research).
- D. The Superintendent will be responsible for making new and revised policies available to RSUB members, RSU personnel, students and their parent(s) and/or legal guardian(s), and the public by appropriate means as soon as practicable following adoption, no later than the next full meeting of the RSUB.

Legal Reference: 26 MRSA § 965(1) (C)

Cross Reference: BEDB - Agenda
BG - School Board Policy
CHD - Administration in Policy Absence

Adopted: June 20, 2023