

**Policy Adoption and Amendment**

By-law and policy proposals and suggested amendments to or revisions of existing policies or by-laws shall be submitted to all members of the board and to the superintendent in writing prior to a regularly scheduled board meeting in which such proposed policies, amendments, or revisions shall be discussed. A vote for adoption shall take place at the next succeeding regular meeting of the board. Action shall be by majority vote. Minutes of each meeting shall reflect any readings and action taken.

Approved: November 20, 2014