

# Wilson County Board of Education

Policy Description:  Policy Development and Adoption  Page 1 of 2	Policy Number: 1.600	Amended Date: 06/04/07
	Rescinds: IIC3(b-c)200 p.5	Reviewed: 06/10 Issued: 08/96

1 A proposed policy or policy change shall be submitted to the Board as part of the agenda. Any interested party  
2 shall be given an opportunity to be heard on the proposal. The Board's approval of the proposal or return for  
3 study and/or further revision shall constitute the first reading.

4  
5 The proposed policy or policy amendment shall be considered at the next board meeting with the final vote  
6 following the second reading. Adoption shall require an affirmative vote by a majority of the members of the  
7 Board, and each vote will contain a future date for reporting the effectiveness of the policy.

8  
9 Policies and amendments adopted by the Board shall be made a part of the minutes and shall be placed in the  
10 policy manual. Policies and amendments shall be effective immediately upon adoption, unless a specific  
11 effective date is provided, and shall supersede any previous Board action on the subject.

## 12 **POLICY MAINTENANCE**

13  
14  
15 The Director of Schools shall be responsible for drafting policy proposals, maintaining the *Board Policy Manual*,  
16 and serving as liaison between the Board and the Tennessee School Boards Association. By October of each  
17 calendar year, the Board shall review its policy manual for the purpose of passing, revising, or deleting policies  
18 mandated by changing conditions.<sup>1</sup>

19  
20 Policies shall be accessible to all employees of the school system, members of the Board, and citizens of the  
21 community.<sup>1</sup> All policy manuals shall remain the property of the Board and are subject to recall at any time  
22 deemed necessary by the Director of Schools.

## 23 **EMERGENCY PROCEDURE**

24  
25  
26 On matters of unusual urgency, by a two-thirds vote of the total membership, the Board may waive the second  
27 reading limitation and take immediate action to adopt new or revised policies.

28  
29  
30  
31  

---

<sup>1</sup> TCA 49-2-207

1 **SUSPENSION OF POLICIES**

2  
3 Any board policy or part thereof may be suspended, either by a unanimous vote of board members present or by  
4 a two-thirds vote of the total membership of the Board.

5  
6 **ADMINISTRATION IN POLICY ABSENCE**

7  
8 In cases where the Board has provided no guidelines for administrative action, the Director of Schools shall have  
9 the power to act, but shall report to the Board at its next meeting.



10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40