

1 **Ovando School District #11**

**R**

2

3 **THE BOARD OF TRUSTEES**

1310

4

5 District Policy and Procedures

6

7 Adoption and Amendment of Policies

8

9 Proposed new policies and proposed changes to existing policies shall be presented in writing for reading  
10 and discussion at a regular or special Board meeting. Interested parties may submit views, present data or  
11 arguments, orally or in writing, in support of or in opposition to proposed policy. Any written statement  
12 by a person, relative to a proposed policy or amendment, should be directed to the District Clerk prior to  
13 the second (2<sup>nd</sup>) reading. The final vote for adoption shall take place not earlier than at the second (2<sup>nd</sup>)  
14 reading of the particular policy.

15

16 All new or amended policies shall become effective on adoption, unless a specific effective date is stated  
17 in the motion for adoption.

18

19 Policies, as adopted or amended, shall be made a part of the minutes of the meeting at which action was  
20 taken and also shall be included in the District’s policy manual. Policies of the District shall be reviewed  
21 on a regular basis.

22

23 Policy Manuals

24

25 The District Clerk shall develop and maintain a current policy manual which includes all policies of the  
26 District. All staff, students, and other residents, shall have ready access to District policies.

27

28 Suspension of Policies

29

30 Under circumstances that require waiver of a policy, the policy may be suspended by a majority vote of  
31 the trustees present. To suspend a policy, however, all trustees must have received written notice of the  
32 meeting, which includes the proposal to suspend a policy and an explanation of the purpose of such  
33 proposed suspension.

34

35 Procedures

36

37 The Board shall develop such procedures as are necessary to ensure consistent implementation of policies  
38 adopted.

39

40

41 Legal References:       § 20-3-323, MCA       District policy and record of acts  
42                               10.55.701, ARM       Board of Trustees

43

44 Policy History:

45 Adopted on: 12/09/2013

46 Reviewed on: 11/11/2013

47 Revised on: 12/09/2013

48