



**Board of Director's Policy  
Governance 200 Series**

**Policy # 200.20**

**Board Procedure on Policy Revisions**

When it is determined by PCCS Staff, Administration, Board of Directors, and/or a Board Committee that a new policy or a policy revision is required, the following steps should be taken to create, review and approve the policy.

<b>Step #</b>	<b>Step Description</b>	<b>Responsible</b>
1	Draft new policy or policy revision, and provide copy to Governance Committee Chair.  <i>Note:</i> Relevant federal or state statutes should be considered.  <i>Note:</i> Staff, student and community input may be solicited and incorporated, as appropriate.	Policy Authors  (Administration, staff, board, and/or committee members)
2	Add review of policy on Governance Committee agenda.	Governance Chair
3	Review policy draft at Governance Committee open meeting.  <i>Note:</i> Public comment should be heard and may be incorporated, as appropriate.	Governance Committee
4	Recommend policy draft to proceed to Board review with no or minor changes (Go to Step 5).  OR  Recommend significant further revision (Return to Step 1).	Governance Committee
5	Provide policy draft to Board President for inclusion on Board agenda.	Governance Chair
6	Add 1st reading of policy draft on Board meeting discussion agenda.	Board President
7	Review policy draft (1st reading) at Board open meeting.  <i>Note:</i> Public comment should be heard and may be incorporated, as appropriate.	Board of Directors
8	Recommend policy draft to proceed to 2nd reading with no or minor changes (Go to Step 9).  OR  Recommend significant further revision (Return to Step 1).	Board of Directors

9	Add 2nd reading of policy draft on Board meeting discussion and action agendas.	Board President
10	Review policy draft (2nd reading) at Board open meeting.  <i>Note: If Legal review of policy is required, Executive Director should coordinate review with the school attorney prior to the 2nd reading.</i>  <i>Note: Public comment should be heard and may be incorporated, as appropriate.</i>	Board of Directors
11	Approve policy revision with no or minor changes by a majority vote (Go to step 12).  OR  Recommend significant further revision (Return to Step 1).  <i>Note: Under unique circumstances, the Board may approve a new policy or policy revision by majority vote without following the exact process defined in this procedure (e.g., to meet emergency conditions, to allow a different committee to complete the pre-Board review based on subject matter, etc). However, allowance for public comment on the draft should always be given prior to approval.</i>  <i>Note: The Board may waive element(s) of a policy for a specific time period, e.g., “grandfather” clauses, or for a specific purpose, by majority vote of the Board.</i>	Board of Directors
12	Provide approved version of policy revision in editable format to Executive Director.	Governance Chair
13	Post PDF of approved policy revision on PCCS website and ensure implementation of policy requirements.	Executive Director or designee
14	Retain editable copy of approved policy revision in designated location.	Executive Director or designee

**Adoption Dates:**

Adopted: February 2016