

Tennessee School Boards Association

Monitoring: Review: Annually, in September	Descriptor Term: Policy Development and Adoption	Descriptor Code: Issued Date: 1.600	
		Rescinds:	Issued:

1 A proposed policy or policy change shall be submitted to the Board as part of the agenda. The Board's
2 review of the proposal or return for study and/or further revision shall constitute the first reading.

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4 The proposed policy or policy amendment shall be considered at the next board meeting with the final
5 vote following the second reading. Adoption shall require an affirmative vote by a majority of the mem-
6 bers of the Board.

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

11 **POLICY MAINTENANCE**

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14 The director of schools shall be responsible for drafting policy proposals and maintaining the *Board*
15 *Policy Manual*. At least biennially, the Board shall review its policy manual for the purpose of passing,
16 revising or deleting policies mandated by changing conditions.¹ In order that the policy manual remain
17 current, the Board may contract annually for TSBA's policy maintenance service.

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19 Policies shall be accessible to all employees of the school system, members of the Board, and citizens of
20 the community.¹ All policy manuals shall remain the property of the Board and are subject to recall any
21 time deemed necessary by the director of schools.

22 **PROCEDURE FOR EXPEDITED ACTION**

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25 By an affirmative vote by a majority of the members of the Board, the Board may waive the second
26 reading limitation and take immediate action to adopt new or revised policies.

27 **SUSPENSION OF POLICIES**

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30 Any board policy or part thereof may be suspended by an affirmative vote by a majority of the members
31 of the Board.

32 **ADMINISTRATION IN POLICY ABSENCE**

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35 In cases where the Board has provided no guidelines for administrative action, the director of schools
36 shall have the power to act, but report to the Board at its next meeting.

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41 Legal Reference:
42 1. TCA 49-2-207

41 Cross References:
42 Duties of the Board of Education 1.101
Agendas 1.403

