

**Monroe 2-Orleans BOCES Policy**  
**Series 1000 – By-Laws**  
**Policy #1410 – FORMULATION AND ADOPTION OF POLICY**

The Board is solely responsible for the adoption of policy. In its development of policy the Board operates as the legislative body of the Supervisory District and its resolutions have the force of the law.

The adoption of a written policy shall occur only after the proposal has been moved, discussed and voted on affirmatively at two separate meetings of the Board (i.e., the first reading and the second reading). The policy draft may be amended at the second meeting. By a majority vote, the Board may waive the second reading and complete the adoption of the proposed policy at its first reading waiving the twelve day consideration period outlined in (b) and (c) below.

The formal adoption of written Board policy shall be recorded in the official minutes of the Board. Such written Board policy shall govern the conduct and affairs of the BOCES and shall be binding upon the members of the educational community in the BOCES.

It shall be the Board's responsibility to keep its policies up-to-date so that they may be used consistently as a basis for Board action and administrative decision.

The District Superintendent is given the continuing mission of calling to the Board's attention all policies that are out-of-date or for other reasons appear to need revision.

**Procedures For Adoption of Policies**

- a) As a standard operating procedure, the District Superintendent may recommend approval of new policies or propose changes in existing policy that are deemed necessary.
- b) In all cases, the policies under consideration shall be placed on the table for a period of at least twelve (12) days to permit individual Board members time to study and analyze each proposal before official Board action is expected.
- c) Following the twelve (12) day period, Board action shall be taken at the next regular monthly meeting of the Board.
- d) If a draft is approved, it shall be entered as part of the policy manual under an appropriate series.
- e) If not approved, the draft may be eliminated from consideration or resubmitted with modifications for further consideration, again using the aforementioned times for possible action.

**Effect of Policies**

Policies shall take effect upon the date of their adoption by Board action and shall supersede all other policies, rules and regulations not in accordance therewith.

**Monroe 2-Orleans BOCES Policy**  
**Series 1000 – By-Laws**  
**Policy #1410 – FORMULATION AND ADOPTION OF POLICY**

Adopted: 07/13/99  
Revised: 9/15/10  
Reviewed: 8/21/2013  
Revised: 8/17/2016  
Reviewed: 9/18/2019  
Reviewed: 8/17/2022