

## POLICY ENACTMENT PROCESS

**Policy is recommended by either the Superintendent, Board Member or Policy & Governance (P&G) Committee for development / revision.**

**Policy is drafted.**

**Draft policy goes to the P&G Committee for discussion and recommendation for changes. [P&G Committee reviews the policy].**

**Policy is revised and goes to the Office of General Counsel for legal review and then to the Superintendent for approval. [The Superintendent will create memorandum about policy].**

**The P&G Committee will review the final revisions and if in agreement will vote to send it to the full board with the recommendation to seek public comment.**

**Policy is posted online for two weeks for public comments.**

**The P&G Committee reviews public comments. The Committee will either vote to send the Policy back for more revisions or move to the full board for approval as 1st Reader. #**

**At the next Board meeting if the Policy is approved as First reader it will come back to the Board as Second Reader and the Board votes on it**

**The Policy is considered enacted.**

**Following this, the Chair of the Board sends out a memorandum to the Superintendent, indicating that the Policy has been enacted and needs to be posted on the website.**

**Policy is published online.**

**# (Note: If the policy is revised based on the public comments, then the Board will send it to the full Board with a recommendation to send it back out for public comments again.)**