

## Series 9000 - Bylaws of the Board

### 3. Methods of Operation

#### A. Development, Distribution, and Maintenance of Policy, Regulation, and Bylaws Manual Policy Dissemination

##### 1. Formulation, Adoption, Amendment and Suspension of Policies, Bylaws and Regulations

###### **Introduction:**

One of the Board's major functions is the fulfillment of its legislative role by adopting policies to guide the operation of the school district. Board policies translate beliefs and desires of elected officials into action through the Superintendent and school staff. Except for specific meeting decisions, policies are a Board's best means of shaping district education through specifying what shall be done. The Superintendent's administrative regulations provide direction for how policies will be implemented.

The Superintendent is expected to follow the direction of the Board as expressed through policies. It is the Board's responsibility to ensure the Superintendent uses policies in making decisions and it is the Superintendent's responsibility to insist that both policies and their accompanying regulations are followed by everyone in the school system.

###### **Development, Adoption and Amendment of Board Policies:**

**Policies serve to promote democratic and responsive school governance and constitute a major method by which the Board exercises its leadership.** The Board expects compliance with its adopted policies. Failure to comply will be considered cause for disciplinary action.

The Board will make every effort to ensure that its policies conform to state and federal laws. When necessary, the Board will seek the advice of legal counsel. In the development of policies, the Board will delegate to the Superintendent the responsibility of seeking advice and counsel from appropriate personnel.

Ideas for new or revised policies shall be submitted to the Policy Subcommittee either verbally or in writing through the Superintendent or Board Chair and may come from the Superintendent, staff, students, Board members and community members. While the Board welcomes community, staff and student involvement, only the Board may establish policy.

The Policy Subcommittee will review the proposed/revised policy/ies and prepare a recommendation to be submitted to the entire Board at one of its regular meetings. All proposed and/or revised policy/ies submitted to the Board will then be placed on 30 day read. After 30 days, the proposed/revised policy/ies will be voted on and accepted based on a majority vote. The Board meeting minutes will reflect the action of the policy/ies.

On matters of urgency or legal compliance, the Board may waive the 30 day read limitation and take immediate action to adopt new or revised policy/ies. When such immediate action is

necessary, the Superintendent will inform concerned individuals or groups regarding the reason for this necessity.

Approved policies shall be in writing and made part of the official policy manual.

**Formulation, Adoption, Amendment of Bylaws**

All policies within the 9000 series of the Suffield Board of Education Policy Manual are considered to be the Bylaws of the Board. The development and revision of Board Bylaws will follow the same procedures outlined in section (1) of this Bylaw. Bylaw regulations are the responsibility of the Board.

**Formulation, Adoption, Amendment of Policy Regulations**

Policy administrative regulations are the responsibility of the Superintendent to draft as a roadmap for implementing Board policies.

**Suspension of Policies, Bylaws, Regulations**

Policies, bylaws, and regulations shall be subject to suspension for a specified purpose and limited time by a majority vote of all members of the Board at a meeting in the call for which the proposed suspension has been described.

Bylaw adopted:	December 2, 1997	SUFFIELD PUBLIC SCHOOLS
Bylaw revised:	September 18, 2012, December 15, 2015	Suffield, Connecticut
	December 7, 2020	