

## **POLICY ADOPTION AND ADMINISTRATIVE PROCEDURES**

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion. Unless it is deemed by the Board that immediate action would be in the best interests of WSD, the final vote for adoption shall take place not earlier than the next succeeding regular or special Board meeting. Any written statement by any person relative to a proposed policy or amendment shall be directed to the Board Secretary prior to the second reading. The Board may invite statements from staff members or patrons as an order of business.

### **Administrative Procedures**

The Superintendent shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

When a written procedure is developed, the Superintendent shall submit it to the Board as an information item. Such procedures need not be approved by the Board, though it may revise them when it appears that they are not consistent with the Board's intentions as expressed in its policies. Procedures need not be reviewed by the Board prior to their issuance. The Superintendent may request prior Board consultation.

#### Legal Reference:

WAC 148-100-020 Meetings-Board agenda-Communication

WAC 148-100-030 Officers of the Board

WAC 148-100-040 Records of board action

**Adopted: 09/22/05**