

BOARD POLICIES AND BYLAWS

Policies of the Monterey County Board of Education (County Board) shall be consistent with the laws of California and be developed with the concern for the most efficient and constructive operation of the education programs and services of the County Office of Education. The County Board encourages members of the community to contribute information and opinions for consideration and to propose revisions to policy.

1. New or Revised Policies.

A new or revised policy may be proposed by a County Board member, the Monterey County Superintendent of Schools (County Superintendent), or by a member of the staff making such request through the office of the County Superintendent. The specific writing of the proposed policy shall be as directed by the County Board President. It is important in the writing of a policy that all available expertise and pertinent information be utilized. The County Superintendent or designee and a Policy Committee appointed by the County Board President will normally be assigned to accomplish this task.

Triannually, the California School Board Association (CSBA) issues sample policies that have been affected by changes in the law or court decisions. The CSBA format, titling and numbering system shall be used as a guide in the development of County Board policies and bylaws.

2. Board By-Laws

The County Board shall adopt bylaws to govern the internal operations of the County Board. When the need for a new bylaw or modification of an existing bylaw is recognized, a Policy Committee, appointed by the County Board President with assistance from the County Superintendent, or designee shall draft a new or modified bylaw for consideration by the County Board.

3. Procedures for Approving New or Revised Policies and Bylaws.

With the exception of minor corrections, all new or revised policies or bylaws shall be adopted through the process of two readings at regularly or specially scheduled Board meetings with adoption no earlier than the second reading. Recommendations or alteration may be discussed orally at any reading. Changes will be incorporated as proposed and approved. New or changed policies and bylaws shall be adopted by a majority vote of all members of the County Board.

4. Review of Policies.

Annually, or as directed by the President of the County Board, all County Board policies shall be reviewed and revised as necessary.

5. Temporary Suspension of a Policy or Bylaw.

A Board Policy may be temporarily suspended by the following procedure:

- A. It must be on the agenda for Board action.
- B. Action is approved by majority vote.
- C. The policy or bylaw is suspended only for the meeting in which action to suspend takes place.

A request for temporary suspension of a policy or bylaw does not need to be agendaized if:

- A. There is an urgency to act (requires unanimous vote). A matter is deemed urgent if it arose after the posting of the agenda, and cannot wait until the next County Board meeting.
- B. The matter is an emergency (requires unanimous vote). A matter is deemed an emergency if failure to act would prevent the operation of a school or other MCOE facility.

Legal Reference:

EDUCATION CODE

- 1040 (a) *Adopt rules and regulations for the county board's own government*
- 1042 (a) *Adopt rules and regulations governing the administration of the office of the county superintendent of schools*
- 35160 *Authority of governing boards.*

Approved: 11/19/86

Revised: 1/98; 7/99; 2/02; 9/19/07; 10/02/13