



## SAMPLE MOTIONS FOR POLICY ADOPTION

***Any board agenda item that was addressed and/or action taken by the board at the meeting, MUST be noted in the official board minutes.***

### Policy Requirements by Type

The following policies require a **first and second reading** by your School Board:

- Required policies
- Recommend policies
- Cognia Policies
- Member Requested Policies

Per policy *BDA, Procedure for Adopting Board Policy*, the second reading may be waived for any of the above listed policies if a motion is made by your board. Please see *Motion for Waiving Second Reading of Policy* below.

The following actions require only **one reading** by your School Board:

- Approving Board Regulations (-BR)
- Rescinding a policy
- Reaffirming a policy

The Board may review the following, **but no motions should be made**. These are meant as quick reference for administrators.

- Administrative Regulations (-AR)
- Exhibits (-E)

### Motion for Rescinding Policy

A motion, second, and roll call vote is required by your board to rescind current board policy. Your board may rescind multiple policies with one motion. These policies should be listed on the board agenda and included in your minutes.

***I move to rescind [Name of District] [Option 1: policy (state policy descriptor code and title)] [Option 2: listed polices] and that past practice govern unit operations, covered by the former [policy] [policies], until the board adopts a new [policy] [policies].***

### Motion for Reaffirming Policy

A motion, second, and roll call vote is required by your board to reaffirm a policy. This motion is used when there is a non-substantive change, such as to the title, the descriptor code, the date reviewed or grammatical corrections but not the content of the policy. Non-

substantive changes only require one reading.

*I move to reaffirm policy [current policy descriptor code and title] with the [new (state new descriptor code, title, or review date)] [following grammatical corrections: (state corrections)].*

---

### **Motion for Waiving Second Reading of Policy**

---

Policy BDA, Procedure for Adopting Board Policy, authorizes the Board to adopt policy or amend (or policies) on first reading when the Board deems this action necessary. Policy BDA must be adopted by your board and requires a first and second reading prior to waiving a second reading on any policy.

A motion, second, and roll call vote is required by your board to waive second reading of the policy and adopt or amend with one reading. If adopted, this policy will become the official policy of the Unit. Your board may adopt multiple policies with one motion. These policies should be listed on the board agenda and included in your minutes.

*I move to adopt [amend] [Option 1: policy (state policy descriptor code and title)] [Option 2: the listed policies] on first reading and waive second reading to expediate the policy adoption process per board policy BDA.*

---

### **First Reading of Policy with No Changes**

---

A motion, second, and roll call vote is required by your board to adopt the first reading of a policy with no changes. Your board may adopt multiple policies on first reading with no changes in one motion. These policies should be listed on the board agenda and included in your minutes.

*I move to adopt first reading of [Option 1: policy (state policy descriptor code and title),] [Option 2: the listed policies] as written.*

---

### **First Reading of Policy with Changes**

---

A motion, second, and roll call vote is required by your board to adopt the first reading of a policy with recommended changes. This policy will need to be placed on a subsequent board meeting for second reading and approval per board policy BDA.

*I move to adopt the first reading of policy [state policy descriptor code and title] with the following change(s): [state policy change(s)], and that it be presented for adoption at the next regular board meeting.*

---

### **Second Reading of Policy with No Changes**

---

A motion, second, and roll call vote is required by your board to adopt the second reading of a policy with no changes. If adopted, this policy will become the official policy of the

Unit. Your board may adopt or amend multiple policies on second reading with one motion. These policies should be listed on the board agenda and included in your minutes.

*I move to adopt the second reading of **[Option 1: policy (state policy descriptor code and title)] [Option 2: the listed policies]** as written, and that **[it] [they]** become the official **[policy] [policies]** of the Unit.*

---

### Second Reading of Policy with Changes

---

A motion, second, and roll call vote is required by your board to adopt the second reading of a policy with recommended changes. The policy will need to be placed on a subsequent board meeting for final reading and approval per board policy BDA.

*I move to adopt the first reading of policy **[state policy descriptor code and title]** with the following change(s): **[state policy change(s)]**, and that it be presented for adoption at the next regular board meeting.*

---

### Motion for Adopting Board Regulation(s)

---

Policy BDA, Procedure for Adopting Board Policy, authorizes the board to adopt a Board Regulation with one reading; however, if there are substantive changes made to the Board Regulation at a board meeting, the board regulation should be brought back for review and adoption at a subsequent meeting per policy BDA. Non-substantive changes are changes to the title, the descriptor code, the date reviewed or grammatical corrections but not the content of the policy.

A motion, second, and roll call vote is required by your board to adopt a Board Regulation. Your board may adopt or amend multiple Board Regulations with one motion. These Board Regulations should be listed on the board agenda and included in your minutes.

*I move to adopt **[amend] [Option 1: Board Regulation (state board regulation descriptor code and title)] [Option 2: the listed board regulations] [Option 1: as written] [Option 2: with the following non-substantive changes: (state changes)]**, and to make **[it] [them]** the official board regulation(s) of the Unit.*

**OR**

*I move to adopt **[amend]** the Board Regulation **[state board regulation descriptor code and title]** with the following substantive changes:**[state board regulation substantive change(s)]**, and that it be presented for adoption at the next regular board meeting.*

---

### Administrative Regulation and Exhibit Process

---

Administrative Regulations and Exhibits contain processes, forms, laws, and other materials that are designed for quick reference by the unit's administration and should never have board approval. The Board could review these but should never take action

on them.

Unit administrators should simply review them and either implement them for unit use or delete them.

---