

**Adoption and Amendment of Policies**

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 interest of the District, the final vote for adoption shall take place not earlier than the next succeeding regular or special Board meeting. Any written statement by a person relative to a proposed policy or amendment should be directed to the District Clerk prior to the second reading. The Board may invite oral statements from staff members or patrons as an order of business.

All new or amended policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption.

Policies as adopted or amended shall be made a part of the minutes of the meeting at which action was taken and shall also be included in the District's policy manual. The Board of Trustees shall review the Policies of the District on a three to five-year schedule.

**Suspension of the Policies**

Under circumstances that require waiver of a policy, the policy may be suspended by a majority vote of the members present. In order to suspend a policy, all Trustees must have received written notice of the meeting that included a proposal to suspend the policies with an explanation of the purpose of such proposed suspension. If such proposal is not made in writing in advance of the meeting, the policies may be suspended only by a unanimous vote of all Trustees present.

Legal References: § 20-3-323, MCA District policy and record of acts  
10.55.701, ARM Board of Trustees

**Policy History:**

Adopted on: 2008-09

Revised on: 08-2018: