

**PROCEDURE FOR POLICY ADOPTION**

The successful operation of Excelsior Charter Group requires that the actions of the Board and administrative staff be known and understood by employees, and members of the community. These groups as well as individuals should also have an opportunity to affect ECG action.

The process for adoption and publication of policies at ECG includes the following elements:

**I. Raising a Policy Issue**

Any person within the ECG community, may raise a potential policy issue. The individual that raises the policy issue shall communicate that policy issue to the Chief Operations Officer or his/her designee in writing. The COO, or his/her designee, shall communicate the policy issue to the Chair of the Board of Directors within one week of receiving the policy issue.

Any member of the Board of Directors may raise a potential policy issue by communicating that policy issue to the Chair of the Board of Directors in writing. If a policy issue is raised during a regular or special meeting of the Board of Directors, the Chair of the Board of Directors shall record it.

**II. Investigating a Policy Issue**

Once the Board of Directors receives notification of a policy issue, the Board of Directors shall determine the appropriate means to investigate the policy issues. The Board of Directors may, in its discretion, investigate the matter itself or delegate the investigation to an appropriate person or group of persons.

**III. Policy Drafting**

Once the Board of Directors has investigated the policy issue, the Board of Directors shall convene a meeting to discuss whether to draft the policy and decide any outstanding issues relating to drafting the policy. The Board of Directors shall then undertake to draft the policy itself, or delegate the drafting to an appropriate person or group of persons.

**IV. Adoption, Revision and Repeal of Policies**

Policies shall ordinarily be submitted by the COO to the Board at a regular or special board meeting and shall be adopted, revised or repealed by a majority vote.

The adoption, revision or repeal of policy shall be made in an open and public manner at a regular or special Board meeting.

**V. Communication and Public Involvement in Policy Adoption**

An opportunity for interested parties to be heard before adoption, revision or repeal of policy shall be made.

Retention and organization of adopted policies, rules, regulations and procedures shall be made in a policy binder maintained by the Secretary of the Board with the assistance of appropriate staff.

Publication and availability of all policies, currently in effect within ECG, shall be made to any interested person during the regular business hours of ECG. To ensure a basic level awareness and institutional understanding, a copy of the policy binder shall be provided to all new members of the Board who shall be personally briefed on key aspects of the policies by a member of the school's staff.

**VI. Review and/or Revision of Existing Policies**

All board policies shall be reviewed on an annual basis. The COO shall submit board policies to the Board of Directors to review and revise as needed.

Adopted: 12/5/2017

Amended: 02/26/19