



# Mitchell Technical Institute POLICY

Category	Approval		
Series 200: Board Governance and Operations	Effective	Administration	Board
	2/22/10	12/4/09	2/22/10
	Revised		For Review
			2023

## BOARD POLICY DEVELOPMENT

MTI 233

The formulation and adoption of written policies shall constitute the basic method by which the Board of Education shall exercise its leadership in the operation of the Institute. The study and evaluation of reports concerning the execution of its written policies shall constitute the basic method by which the Board of Education shall exercise its control over the operation of the Institute. The formal adoption of policies shall be recorded in the minutes of the Board of Education. Only those written statements so adopted and so recorded shall be regarded as official board policy.

Policy issues may be presented by the President of the Institute, by the Superintendent of Schools, or by any Board member, but all proposed policies will be referred to the President for review and analysis before being considered by the Board. Proposed policy statements shall be formulated under the direction of the President and presented to the Board at its next regular meeting.

The Board shall hold two (2) readings of any proposed policy statement at consecutive regular meetings, except in the case of an emergency. If a majority of the Board members agree to waive the second reading when all members are present, a policy may become effective upon its first hearing and due passage.

It is intended that the President inform affected persons of a proposed policy following its first hearing by the Board. Any testimony received by the President or the Superintendent shall be presented to the Board at the time of the second hearing on a policy.

A policy is adopted when at least 3 board members vote in the affirmative. It shall become effective immediately, unless otherwise specified in the motion for adoption. All board policies shall be reviewed by the Board at least once every 5 years. Failure to conduct this review, however, shall not invalidate any policy.