



## Bylaws and Policies: Process to Amend, Establish, or Repeal

### Step 1

- A school board member or the Executive Director identifies an issue or problem needing resolution by the Board of Directors and submits it to the FSBA Office.\*

### Step 2

- The Policy Committee discusses any issues or problems to determine the ramifications and prepares recommendations on each issue or problem for presentation to the Board of Directors.

### Step 3

- The Policy Committee Chair presents recommendations to the Board of Directors who determine the necessity of establishing, amending, or repealing a bylaw or policy.

### Step 4

- The Board of Directors (BOD) discuss and accept/reject each bylaw or policy recommendation. A motion must be made and passed by a majority vote of the BOD to present a bylaw or policy recommendation to the general membership.

### Step 5

- Each bylaw and/or policy recommendation that is approved by the Board of Directors is sent electronically thirty (30) days prior to a general membership meeting. A two-thirds vote is required to change the Bylaws and a majority vote is required to change a policy.

### Step 6

- The Executive Director takes the necessary action\*\* to implement any adopted bylaw(s) and policy(ies) and incorporates them into *The Operating Policies and Procedures Manual for School Board Members*.

### Step 7

- The *Operating Policies and Procedures Manual for School Board Members* is posted on the FSBA website and in Boarddocs.

\*In September or November, the Committee Chair also sends a memorandum to all board members to request submission of a proposal(s) for any bylaw or policy changes. These proposals are collected for review at Committee Meetings or the Annual Joint Conference in November/December.

\*\*The action may require conferences with the affected individuals, directions to staff members, correspondence with the general membership, etc. The action depends on the issue problem.