

Bylaws

SUBJECT: POLICY AND ADMINISTRATIVE REGULATIONS

The formulation and adoption of written policies will constitute the basic method by which the Board will exercise its leadership in the operation of Southern Westchester BOCES ("SWBOCES"). The District Superintendent or designee will act as an advisor to the Board in adopting and approving written Board policies. The Board will seek input from staff and the community where appropriate. These written board policies will govern the operation of SWBOCES.

The adoption of a written policy will occur only after the proposal has been moved, discussed, and voted on affirmatively at two separate meetings of the Board (i.e., the "first reading" and the "second reading"). The policy draft may be amended at the second meeting. By a majority vote, the Board may waive the "second reading" and complete the adoption of the proposed policy at its "first reading".

Board action is also necessary for revising policies that require amendment or rescinding policies that are no longer relevant or applicable to SWBOCES.

The formal adoption, amendment, or rescission of written Board policy will be recorded in the official minutes of the Board. This written Board policy will govern the conduct and affairs of SWBOCES and will be binding upon the members of the educational community in SWBOCES.

It will be the Board's responsibility to keep its written policies up-to-date so that they may be used consistently as a basis for Board action and administrative decision. The District Superintendent or designee is given the continuing commission of calling to the Board's attention all policies that are out-of-date or for other reasons appear to need revision.

Execution of Policy: Administrative Regulations

The Board will delegate to the District Superintendent or designee the function of specifying required actions and designing the detailed arrangements under which SWBOCES will be operated. These rules and detailed arrangements will constitute the administrative regulations governing SWBOCES, and they will be consistent with the policies adopted by the Board. The Board will be kept informed periodically of material changes in administrative regulations.

Education Law §§ 1604(9), 1709(1), 1709(2), and 2503(2)

Adoption Date: 12/13/2022