

Title: **Policy Approval Process**

Effective Date: 8/8/17

References: None

#### Purpose

IEA periodically reviews its policies to improve and update its practices, and to adapt to changing laws, regulations, and circumstances. When the need to create a new policy or modify an existing policy arises, the following process shall be followed.

#### Policy

The creation of a new policy or modification of an existing policy shall be initiated by any member of the board or the director.

The Director will hold a regularly scheduled, at least quarterly, Policy Review meeting at which selected policies will be presented for discussion and review. Those who should attend the monthly Policy Review meeting include, but are not limited to, the Director, Board Secretary, and the faculty or staff who can adequately represent the concerns of those who are or may be affected by the policy. Policies affecting board governance only are not subject to this requirement.

Once finalized, the proposed policy or policy modification is given to the Board Secretary for consideration and vote of the Board of Directors, which is to be no later than the second regularly-scheduled meeting after having been given to the Board Secretary.

Upon approval, the policy will be signed by the Board Chair/President and Board Secretary and filed in the permanent policies file.

The Director shall oversee posting of the policy or policy modification on the school's website and any other required reporting.

Date originally approved: August 8, 2017