

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POLICY 1.13 POLICY ADOPTION AND CHANGES

- A. The Board maintains authority to amend, revise, delete or add to these policies at any time, with or without prior notice. The Board shall consider policy drafts suggested by the Superintendent, or will adopt policy through its own volition. Policy is adopted by a majority vote of a quorum of the Board of DD.
- B. The Superintendent may identify the need to initiate policy changes based upon changes in legislation or operations, and for other reasons. The Superintendent will draft a copy of the change, and will submit it to the Board for review, discussion and consideration for adoption. Likewise, directors, managers and other employees may recognize the need for policy changes, and are encouraged to recommend such changes to the Superintendent. The Superintendent will consider the merit of the policy change, and maintains authority to determine if it should be presented to the Board of DD for consideration for approval. All policy changes proposed by staff must be submitted through the Superintendent, and not directly to the Board.
- C. When the Board approves a policy change, the Superintendent will ensure that the new or revised policy is communicated to affected employees, prior to the policy change effective date, if feasible. Policy revisions, additions, amendments or deletions may be sent via e-mail, posted on the bulletin board or other conspicuous places, submitted by memo, or otherwise communicated to affected employees in the manner deemed appropriate by the Superintendent. Explanatory memos may be attached to policy revisions to identify or explain the changes. The effective date of the new or revised policy shall be noted on the policy, and the policy will be posted on the electronic version of the manual.
- D. The Board itself will formulate and adopt policies only when required by law and when the Superintendent recommends Board adoption in light of strong community attitudes or probable staff reaction.
- E. The Board delegates to the Superintendent the function of specifying required actions and designing the detailed arrangements under which the programs will be operated. Those regulations and detailed arrangements will constitute the procedures governing the program. They must be consistent with the policies adopted by the Board in every respect.
- F. All policies will be reviewed by the Board annually.