



Policy Services

NORTH DAKOTA SCHOOL BOARDS ASSOCIATION

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SAMPLE MOTIONS FOR POLICY ADOPTION

Any action taken by the board, MUST be noted in the official board minutes.

Motion for Rescinding Policy

A motion, second and roll call vote will need to be made by your board to rescind current policy/policies.

*I, **[your name]**, move to rescind the policy/policies of the **[district name]** School District. The North Dakota School Boards Association has provided the Board with the new policy/policies, which will be adopted to replace the former policy/policies. Past practice will govern district operations covered by the former policy/policies until replaced by new the policy/policies adopted by the Board of the **[district name]** School District.*

Motion for Reaffirming a Policy

A motion, second and roll call vote will need to be made by your board to reaffirm a policy. This motion is used when there is a non-substantive change, such as to the title, the descriptor code or grammatical corrections but not the content of the policy. Non-substantive changes only require one reading.

*I, **[your name]**, move to reaffirm the policy titled **[policy title]** with the new descriptor code **[new descriptor code]**. This policy was previously adopted by the Board of the **[district name]** School District, and NDSBA has assigned it a new descriptor code. The board has made no changes to the policy's content.*

Motion for Waiving Second Reading of Policy

Per policy BDA, the board is authorized to adopt policy on first reading when the board deems this action necessary. Please note that if your school district has yet to adopt policy BDA, this will need to be done prior to waiving the second reading on any. Policy BDA requires a first and second reading by your board.

A motion, second and roll call vote will need to be made by your board to approve first reading, waive second reading and final adoption of the requested policies.

*I, **[your name]**, move to approve first reading, waive second reading, and final adoption of policy **[policy description code and title]**.*

If there are multiple policies to adopt at a meeting, your board can choose to adopt all of them in one motion. These policies should be listed on the board agenda and included in your minutes.

*I, **[your name]**, move to approve first reading, waive second reading, and final adoption of the listed policies.*

First Reading with No Changes

A motion, second and roll call vote will need to be made by your board to approve first reading of the policy.

*I, **[your name]**, move to approve first reading of policy **[policy description code and title]**.*

If there are multiple policies to adopt at a meeting, your board can choose to adopt all of them in one motion. These policies should be listed on the board agenda and included in your minutes.

*I, **[your name]**, move to approve first reading of the listed policies.*

First Reading with Changes

A motion, second and roll call vote will need to be made by your board to approve first reading with recommended changes to the draft policy.

*I, **[your name]**, move to approve first reading of policy **[policy description code and title]** with the following change(s): **[state change(s)]**.*

Per policy BDA, this policy will need to be placed on a subsequent board meeting for second reading and approval.

Second Reading with No Changes

A motion, second and roll call vote will need to be made by your board to approve second reading of the policy.

*I, **[your name]**, move to approve second reading and final adoption of policy **[policy description code and title]**.*

If there are multiple policies to adopt at a meeting, your board can choose to adopt all of them in one motion. These policies should be listed on the board agenda and included in your minutes. An example of this motion is below.

*I, **[your name]**, move to approve second reading and final adoption of the listed policies.*

Second Reading with Changes

A motion, second and roll call vote will need to be made by your board to approve second reading with changes of the policy.

*I, **[your name]**, move to approve second reading of policy **[policy description code and title]** with the following changes: **[state change(s)]**.*

Due to additional changes, this policy will need to be placed on a subsequent board meeting for review and final adoption per policy BDA.

Motion for Adopting Board Regulations

Per policy BDA, Board Regulations only need one reading; however, if there are substantive changes made to the Board Regulations at a board meeting, these must be brought back for review and adoption at a subsequent meeting. A motion, second and roll call vote will need to be made by your board to approve the board regulations.

I, [your name], move to adopt board regulation(s) [policy description code and title] [as written] OR [with the following changes: (state change(s))].

Policy Requirements by Type

The following actions require only one reading by your School Board:

- Approving Board Regulations
- Rescinding a policy
- Reaffirming a policy

The following policies require a first and second reading by your School Board:

- Required
- Recommend
- Advanced Education
- Supplementary

Per policy BDA, the second reading can be waived for any of the above listed policies if a motion is made by your board. Please see *Motion for Waiving second Reading of Policy*.

The following policies can be reviewed by the Board but shall not be adopted them:

- Administrative Regulations and Exhibits