

## Policy Development

The Director has the responsibility for carrying out and implementing the policies established by the TPCA Board of Directors in the spirit intended.

According to our Charter agreement with SVVSD, policies developed or modified by the TPCA Board will be submitted to the District with the waiver/update form, T-BG-E, A Policy Adoption District Waiver Request and Update Notification Form.

The procedure for adoption or modification of a measure (policy) by the TPCA Board is as follows:

Step 1 The president will “read it across the desk” during first reading, assign a number to it, and assign the measure to either a standing committee, ad hoc committee, or Board of Directors for review during a work session. On rare occasion, the individual proposing the measure may seek permission from the President and, provided there is consent from a minimum of five Board members, will be permitted to forego any committee review and make a motion for immediate consideration and action of the Board.

Step 2 Within the agreed upon time frame by the board, the relevant committee evaluates the measure, suggests changes, and rewrites the proposal, either with or without the participation of the author of the measure. The measure is referred back to the Board, complete with changes, and the committee’s recommendation, which may take any one of three forms: recommendation for adoption, against adoption, or no position.

Step 3 The Board considers the measure during “second reading”, where substantive debate, amendment and other Board action occurs. The measure is adopted or rejected, recommitted to the same or a different committee, or tabled until the next regular Board meeting when it would again be considered on “second reading”.

Step 4 "Third and final reading" where Board members may make last minute, perfunctory remarks for or against the proposal. Debate is severely limited and is discouraged. A final vote or other Board action must be taken to dispose of the measure.

All yearly budget adoptions, and policy development and revision must be in accord with T-BGB.

TPCA will follow the district policy, BG-Policy Development, for temporarily suspending a policy for special circumstances.

Any measure not adopted upon third reading prior to the installation of the new TPCA Board automatically expires and must be in accord with T-BG.

During many policy reviews, it is necessary to make minor revisions such as job title changes or the inclusion of additional citations. As such revisions do not change the basic meaning of the policy; the procedure described above is cumbersome and unnecessary. In an effort to streamline the adoption procedure for the policies that fall within this minor revision category, the steps below will apply:

1. Proposed revisions will be reviewed by a minimum of 2 board members to ensure they are minor.
2. If deemed minor, it will be recommended that the proposed policy revisions be adopted as a consent agenda item.
3. Policy revisions mandated by changes in law shall not require a second reading and may be adopted upon majority vote of the Board.

Approved: November 29, 1999  
Revised: December 8, 2005  
February 23, 2006  
December 18, 2014 (BOD Review)  
January 4, 2018

CROSS REF: BG-Policy Development  
T-BG-E TPCA Policy Adoption District Waiver Request and Update Notification Form