

## Rilke Policy 010: Establishing and Reviewing Policies

### 1. General Purpose

- a. This policy outlines the process the APC shall use to create new policies and periodically review existing policies.

### 2. Establishing New Policies

- a. Any Rilke community member may request the APC consider a matter for policy coverage. Only an APC board member may submit a policy proposal for consideration at APC meetings.
- b. The APC chair shall obtain a sense of the board if a policy is necessary. If the chair finds that the APC believes a policy is necessary, the chair will appoint an APC member to create the initial draft of the policy.
- c. If the APC chair determines that the sense of the board is that a policy is unnecessary, any board member may appeal the decision to the entire board, whereupon a majority vote of the APC board will be sufficient to establish that the sense of the board is that a policy is necessary, and the chair will appoint someone to draft a policy, as outlined in 2b.
- d. Policies should:
  - i. Focus on a single matter or process. If more than one subject is addressed, the policy should be separated into separate policies for each subject.
  - ii. Be succinct as possible, and in any event not more than three (3) pages in length.
  - iii. APC members shall have draft copies of a policy prior to its introduction at an APC meeting.
- e. Public readings at two separate regular APC meetings are required prior to the APC voting on the policy.
- f. For the first public reading, if printed copies of the draft policy are available to the attending public, the APC chair only needs to read the purpose and major sections headings of a policy. If such printed copies are not available, the APC chair shall read the policy in its entirety for the initial reading.
- g. After the first public reading, APC members may submit minor edits (such as corrections of typographical errors) to the APC secretary. Substantial changes to draft policy (including any changes that would alter the meaning of any part of the proposed policy) require formal amendments.
- h. Prior to the second reading of the draft policy, the APC secretary shall ensure all APC members have the most current draft of the policy, and that electronic copies are posted on the APC's or school's website and/or hard copies are available for the attending public.
- i. For the second reading, the APC chair shall only read the general purpose of the policy and the major section headings of the policy. This second reading shall be considered a main motion which, after it is seconded, will be open for discussion and vote by the APC board.
- j. The APC secretary shall maintain a master file of all current Rilke Schule APC policies.

### 3. Reviewing Existing Policies

- a. All APC members shall review all current APC policies within thirty (30) days of first being seated on the APC board.
- b. At a minimum, the APC shall review every policy three (3) years after its adoption

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or renewal. Policies may be reviewed, amended, or rescinded at any time by motion.

- i. Amending and/or rescinding a policy requires the matter be included in two separate APC meetings for discussion and public comment before an APC vote may be taken.
- ii. Renewing a policy after its triennial review, if no changes are made, requires a simple majority vote of the APC.
- iii. If a policy is not renewed within thirty days after its triennial review or at the next regular meeting of the APC after its triennial review, whichever is later, it will be declared rescinded and will no longer be in effect.