

**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Adoption/Amendment of Policies  
**POLICY NUMBER:** 1010  
**ADOPTED:** November 12, 2002  
**REVISED:** December 10, 2007  
**REVIEWED:** 1/9/14, 1/9/19, 5/2/23

**1010.10** A proposed policy adoption or amendment is initiated by submitting a written draft of the proposed adoption or amendment to the General Manager through the District office and requesting that the item be included for consideration on the agenda of the appropriate meeting of the District's Policy Review Committee.

**1010.20** Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors. All proposed new policies or amendments to existing policies as recommended by the Policy Review Committee shall be reviewed by the Board of Directors at two separate meetings and final adoptive action may be taken at the same meeting wherein a second review was performed.