

## ***II. Policy Development***

Per A.R.S. §41-1091(B): This substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under Arizona Revised Statutes §41-1033 for a review of the statement.

*Note: The Arizona School Facilities Board has developed the policies in this manual to facilitate full compliance with Arizona Statutes in the operations of the Board and staff. References to the Statutes in this manual are for information only. Statutes may only be amended by the legislature.*

The School Facilities Board (“Board”) is entrusted with the authority to establish policy to administer the Student’s FIRST statutes (A.R.S. Title 15, Chapter 16). Board policy establishes the procedures and guidelines for Board members, committees, management and staff to conduct the business of the Arizona School Facilities Board.

The purposes of the SFB policies are to:

- Inform the public of the Board’s operational goals and processes.
- Establish clear communications between the Board, staff and the public.
- Ensure consistency of Board action.
- Ensure ongoing, consistent, proactive policy making.
- Define Board, executive and staff roles.
- Provide clear direction from the Board to staff.

### **A. Policy Adoption** (Standard Practice Summer 2001, Modified September 6, 2007)

All policy decisions will be made by majority vote of the Board. Before adopting any policy, all Board members will receive a copy of the proposed policy for discussion at a Board meeting prior to the meeting at which the vote is to be taken.

Once the Board officially adopts a new Board policy, that policy is the standard for dealing with the subject matter covered by the policy.

The Board makes an important distinction between Board policies and management policies. Board policies establish the broad parameters within which the Board, management and staff will operate. The Board is not directly involved with developing management policies. The Executive Director outlines the specifics of how the organization and staff will operate within Board policy. The Executive Director develops the personnel policies appropriate to his/her staff.

**Delegation of Authority to Executive Director (Adoption September 25, 1998)**

The Board delegates authority to the Executive Director or Interim Executive Director as follows:

1. Expend monies appropriated for the administration of the Board;
2. Contract for goods and services related to the administration of the Board;
3. Represent the Board to external agencies, including the Legislature;
4. Perform any other administrative functions necessary to carry out the work of the Board.

**B. Source of Policies**

Policies may be recommended to the Board by committees of the Board, individual Board members or the Executive Director. All proposed policies will be researched to ensure that they are legal, and do not contradict already established policy, statutes or rules. All policies proposed to the Board should be tested to consider if the proposed policy is consistent with current policies, can equitably be applied to all school districts, clarifies an issue of the law, and does not create additional expenditures for which the Board has no authority. If approved by the Board, policies will be written, coded, dated at time of approval and included in all copies of the Board policy manual.

**C. Distribution of Policy Manual** (Modified May 7, 2014)

A copy of the Board policy manual will at all times be available in the SFB office for review and inspection by employees, Board members and the public. The manual will be posted on the SFB website.

**D. Amendment or Suspension of Policy** (Modified May 7, 2014)

All policies will be reviewed every four years by the Board or a committee of the Board for accuracy and appropriateness, and recommendations may be made to the Board for amendment, addition or elimination. Except as otherwise provided by law, any policy of the Board may be suspended, repealed, amended, or waived by a majority vote of the Board, provided that at least two regularly scheduled Board meetings advance notice has been given of the intention to consider revocation, repeal, waiver, or amendment. Proposed revocation, repeal, waiver, or amendment of policy will be posted on the SFB website for public comment for the duration between the two regularly scheduled Board meetings.

**E. Exceptions to Policies**

If an exception to a policy is deemed advisable and/or necessary by the Executive Director or Chairperson, such exception(s) shall be reported to the Board at its next scheduled meeting. Ratification of such action shall be requested.