**UNIT ORGANIZATION**

**Policy Formulation 1400**

The formulation and adoption of written policies is the basic method by which the Board of the Educational Service Unit #2 exercises its leadership in the operation of the Unit. The study and evaluation of reports as to the execution of its written policies is the basic method by which the board exercises its control over the operation of the Unit.

Policies may be adopted or amended after consideration at a regular meeting of the Board and by majority vote of the members of the Board. The agenda and minutes shall indicate such policy matters. Notice of any revisions, additions, amendments and/or deletions shall be given to employees and area schools in a manner determined by the Administrator.

The Board of the Educational Service Unit #2 shall delegate to the Administrator the function of specifying required actions and designing the detailed arrangements under which the Unit will be operated. Such rules and detailed arrangements shall constitute the administrative regulations governing the ESU and in the absence of applicable policy, the Administrator is authorized to establish regulations subject to the review of the Board.

The Board does not adopt administrative regulations unless specifically required to do so by law, or unless requested to do so by the Administrator, or as required by negotiated agreements with employee organizations. New or amended regulations may be codified, as a regulation, and placed in the policy manual. Approval or amendment of said regulations may be at any meeting of the Board and by majority vote of the members of the Board.

Policies and board-approved regulations shall be subject to suspension (for a specified purpose and limited time) by majority vote of the members of the Board, at any officially called meeting.

Date of Adoption: 09/17/2001

Date of Review: 11/20/2023

Date of Revision: 08/18/2014