



*Live Well. Health Matters.*

**POLICY TITLE:** ADOPTION/AMENDMENT OF POLICIES  
**POLICY NUMBER:** 1010

**COMMITTEE APPROVAL DATE:** 11/16/2020      **WRITTEN/REVISED BY:** T. BAKALY  
**BOARD APPROVAL DATE:** 12/16/2020      **SUPERSEDES:** 11/19/2014

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**POLICY:**

It is the policy of the Beach Cities Health District (“District”) Board of Directors to formally adopt all policies and to periodically review and revise all policies.

**GUIDELINES:**

**1010.1** Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Board member or by the Chief Executive Officer. The proposed adoption or amendment is initiated by requesting that the item be included for consideration on the agenda of the Policy Committee.

**1010.2** Any member of the Board may place an item on a future agenda of the Policy Committee by making a formal request to the Chief Executive Officer at a meeting of the Board. The Chief Executive Officer will place the item on a future Policy Committee agenda when reasonable, based on the staff time and research necessary to prepare the item for Board consideration.

**1010.3** The Policy Committee shall review all policies and make recommendations for approval to the Board of Directors. If there is no consensus at the Policy Committee, the policy may be referred for action to the Board of Directors without a recommendation.

**1010.4** Policies will be reviewed by legal counsel as applicable.

**1010.5** Adoption of a new policy or revision of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a majority vote of all Board Members present.

**1010.6** Before considering adopting or revising any policy, Board Members shall have the opportunity to review the proposed adoption or revision prior to the meeting at which consideration for adoption or revision is to be given. Copies of the proposed policy adoption or revision shall be included in the agenda information packet for any meeting of consideration. The agenda information packets with said copies shall be made available to each Board Member for review at least 72 hours, per the Brown Act, prior to any meeting at which the policy(ies) are to be considered.