

# Newcastle Fire Protection District POLICY MANUAL

**POLICY TITLE:** Adoption/Amendment of Policies **Adopted Date:** 12/16/2015

**POLICY NUMBER:** 2120 **Revision Date:** 00/00/0000

**2120.1** Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director, or by the Fire Chief. The proposed adoption or amendment is initiated by submitting a written draft of the proposed adoption or amendment to each Director and the Fire Chief through the District office, and requesting that the item be included for consideration on the agenda of the appropriate regular meeting of the Board of Directors.

**2120.2** Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a 2/3 affirmative vote of a quorum of the Board of Directors.

**2120.3** Before considering adopting or amending any policy, Directors shall have the opportunity to review the proposed adoption or amendment at the regular Board of Directors meeting prior to the meeting at which consideration for adoption or amendment is to be given. Copies of the proposed policy adoption or amendment 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 Director for review at least three (3) days prior to any meeting of consideration.