

Policy Number: 1201
Policy Title: Adoption, Revision and Revocation of CSB Board Policy
Date Adopted: September 25, 2019

Purpose

CSB Board policies provide principles to guide the CSB Board in fulfilling its responsibilities. The purpose of this policy is to specify methods, responsibilities, and procedures to be followed by the CSB Board and CSB staff when adopting, revising, and revoking CSB Board policies. CSB Board policies only apply to the CSB Board. CSB Regulations and Procedures apply to the CSB staff.

Policy

Formal CSB Board action on policies will be established using the following guidelines:

1. If the CSB Board agrees that a new policy on a particular subject should be developed, it will direct the Executive Director to draft a policy for its review. The CSB Board may also direct the Executive Director to update content for existing policies for review.
2. Formal CSB Board Action on policies routinely shall proceed as follows:
 - a. The CSB Board Secretary will present a draft policy to the appropriate committees and the CSB Board for review and comment.
 - b. Policies of the CSB Board may be adopted, or a revision or revocation of an existing policy may be approved, in a two-meeting process. The first presentation to the CSB Board shall be for information and the second for approval or revocation. Under circumstances deemed to be an emergency by a majority of those present and voting, the CSB Board may adopt, revise, or revoke a policy at the first presentation
3. Action to approve a policy that contains no revisions, or cancellation of a policy may occur upon first presentation.
4. CSB Board policies will be regularly reviewed by the CSB board for action. It is the responsibility of the CSB Board Secretary to oversee the policy review process.
5. The sole responsibility for review and action on policy matters lies with the Board.
6. Policies, once acted upon by the CSB Board will be available on the CBS's public website at <https://www.fairfaxcounty.gov/community-services-board/board/policies>

Approved


CSB Board Secretary

September 25, 2019
Date

Policy Adopted:	January 10, 1978	Policy Revised:	January 28, 2015
Revision Adopted:	February 22, 1978	Revision Adopted:	September 25, 2019
Revision Adopted:	November 15, 1989		
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