

**Bylaw**

---

POLICY MANUAL DISTRIBUTION AND MAINTENANCE

Board policy is an ever-changing statement of the district educational, operational and managerial needs. New policies will be necessary and existing policies will require revision. Policy manual maintenance shall be the responsibility of the business administrator/board secretary.

The business administrator/board secretary shall oversee that the board policy manual is available on the district website and/or the district computer network. Copies may also be distributed, as appropriate. The business administrator/board secretary shall ensure that the district manual is readily accessible to the following:

- A. Board members;
- B. Superintendent;
- C. Business administrator/board secretary;
- D. Each building principal;
- E. Each school library;
- F. Mendham Borough Library

Copies of this manual shall be numbered and maintained by the business administrator/board secretary. The official manual shall be maintained by the business administrator/board secretary.

The manual of bylaws and policies shall be considered a public record and shall be open for inspection in the Board offices and in each school building during regular office hours.

The Superintendent shall maintain an orderly plan for the promulgation of policies to staff members who are affected by them and shall provide easy access to an up-to-date collection of bylaws and policies for all employees of the school system.

The Superintendent shall review existing policy in light of Board actions and in light of revisions to state statutes and procedures and recommend desired changes to the Board.

Adopted:	October 28, 1996
1 <sup>st</sup> Reading:	February 22, 2011
Readopted:	March 22, 2011
NJSBA Review/Update:	May 2015
1 <sup>st</sup> Reading:	December 15, 2015
Readopted:	January 5, 2016

Key Words

Policy, Regulation, Policy Manual, Governance Manual

**Legal References:** N.J.S.A. 10:4-8                      Open Public Meetings Act, definitions

**Possible**

**Cross References:** \*9311              Formulation, adoption, amendment of policy  
                                 \*9312              Formulation, adoption, amendment of bylaws

POLICY MANUAL DISTRIBUTION AND MAINTENANCE (continued)

- \*9313 Formulation, adoption, amendment of administrative regulations
- \*9314 Suspension of policies, bylaws and regulations

\*Indicates policy is included in the Critical Policy Reference Manual.