

## **POLICY INTRODUCTION/AMENDMENT/PASSAGE**

The Commissioner may propose new policies or policy amendments to existing policies to the Board. Upon request of the Commissioner, a proposal for a new policy or policy amendment shall be placed on the Board's agenda for action as follows:

1. Introduction and first reading. A brief explanation or summary of the proposed new policy or amendment (Measure) shall be presented to the Board. If the Measure is approved by the Board following the introduction and first reading, the Measure shall be placed on the agenda of the next scheduled meeting of the Board for second reading and adoption. When appropriate, the Measure shall be made available to the public.
2. Second reading and adoption. Prior to the second reading, the public shall be allowed an opportunity to comment on the Measure. The opportunity to comment will consist of written comments to the Commissioner which will be submitted to the Board during the second reading. The second reading will consist of a brief explanation or summary of the Measure. If the Board adopts the Measure following the second reading, the Measure shall take effect immediately, unless a different effective date is stated.
3. Amendments. Amendments to the Measure may be proposed at any time before final adoption of the Measure. Upon determination by the Board that adoption of an amendment constitutes a substantive change that significantly changes the meaning or effect of the Measure, the Board shall continue consideration of the second reading and adoption to the next meeting to permit further review and comment.

Emergency measures. The Board may, upon determination that an emergency or other circumstance requiring expeditious action exists, waive the requirement of a second reading and immediately approve the Measure following the introduction and first reading.

Board of University and School Lands  
Effective Date: September 27, 2018