

UTAH STATE BOARD OF EDUCATION POLICY
Policy Number: Board – 3001
Policy Name: Board Internal Policymaking Authority and Process
Date Approved: December 4, 2015

By this policy, the Utah State Board of Education (the Board) establishes the following internal rules and procedures for establishment of written policy within the agency:

1. A Board policy shall be in writing.
2. A Board policy may be reviewed by a Board standing committee prior to being referred to the full Board for consideration.
3. A Board policy shall be adopted by a majority vote of the Board membership to become effective.
4. A Board policy may be finalized on first reading, unless the Board, by motion, elects to employ an expanded Board policy adoption process.
5. Once adopted, a Board policy shall be binding on:
 - a. The Board;
 - b. The Utah State Office of Education, “USOE,” and its sections;
 - c. The Utah State Office of Rehabilitation, “USOR,” and its divisions; and
 - d. The Utah Schools for the Deaf and the Blind, “USDB.”
6. A Board policy has no force or effect on:
 - a. An LEA; or
 - b. The general public.
7. A Board policy is subject to federal and state law, Board administrative rules, and the Board’s bylaws.
8. USOE, USOR, USDB, and their departments, may adopt their own respective internal policies, as needed, so long as they don’t conflict with Board policies, Board administrative rule, or federal and state law.

9. The combined policies of the Board, USOE, USOR, and USDB shall be numbered in a uniform manner and maintained centrally for staff access.
10. The Board will establish written policies, as opposed to using the formal rulemaking process, when:
 - a. The subject of the policy is aimed at internal affairs of the Board, USOE, USOR, or USDB;
 - b. The subject of the policy has no effect on an LEA or the general public;
 - c. The subject of the policy is not of a nature to require public input in its adoption or implementation;
 - d. Rulemaking is not mandated for the subject of the policy by statute; and
 - e. The Board desires to retain flexibility for revisiting the subject of the policy through a more streamlined adoption process.