

## **Policy Adoption - Township Policies**

**Purpose:** The purpose of this Policy for Adoption of Township Policies is to establish guidelines for the creation, review, and adoption of policies by the Pulaski Township Board. This policy aims to ensure transparency, accountability, and effective governance in the development of township policies.

### **1. Policy Creation:**

- Any proposed township policy may be initiated by a township board member.
- The individual or group proposing the policy shall draft the policy language, outlining its purpose, scope, and any relevant procedures or guidelines.

### **2. Review and Feedback:**

- A draft of the proposed policy shall be submitted to all township board members at least two weeks prior to the next scheduled board meeting.
- Board members shall review the draft policy and provide feedback or suggested revisions to the Township Clerk or designated policy coordinator.

### **3. Public Accessibility:**

- The draft policy shall be made available to the public after presentation at the board meeting by posting on the township website or by providing copies upon request through the town clerk.
- The draft policy shall remain accessible to the public until the next scheduled board meeting at which the policy will be considered for adoption.

### **4. Consideration of Feedback:**

- Feedback received from board members and the public shall be considered in the finalization of the policy.
- The Township Clerk or designated policy coordinator shall compile all feedback and proposed revisions for discussion at the next scheduled board meeting.

### **5. Policy Adoption:**

- The proposed policy, along with any revisions based on feedback, shall be presented for adoption at the next scheduled board meeting.
- Board members shall discuss the policy and vote on its adoption. A majority vote of the board is required for adoption.
- If further revisions are deemed necessary during the meeting, the policy may be tabled for further review and consideration at a future meeting.

### **6. Implementation and Communication:**

- Upon adoption, the new policy shall be implemented according to its provisions.

- The adopted policy shall be posted on the township website and made available to the public upon request.
- Township staff shall be notified of the new policy and provided with any necessary training or guidance for compliance.

#### **7. Review and Revision:**

- Township policies shall be reviewed periodically to ensure they remain current and effective.
- Any proposed revisions to existing policies or the creation of new policies shall follow the procedures outlined in this policy.

#### **8. Authority:**

- This Policy for Adoption of Township Policies is established by the Pulaski Township Board and shall supersede any conflicting policies or procedures previously adopted.

#### **9. Review and Revision:**

- This policy shall be reviewed annually by the Pulaski Township Board and may be amended as needed by a majority vote of the board.
- Any amendments to this policy shall be communicated to township staff and the public as appropriate.

Date passed: TBD

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Roy Seifert, Town Chair

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Tony Bomkamp, Town Supervisor

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Dan Imhoff, Town Supervisor

ATTEST:

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Lori Peat, Town Clerk

Effective Date: This policy shall take effect immediately upon adoption by the Town Board of Pulaski