

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 1 <i>Governance and Board Policies</i>	Section 5 <i>Board Policy Procedure</i>

**Relevant Information:** Board Policies are those that direct the activity of the organization as an entity. Board Policies may be proposed by or recommended to the Board by a Board Member, the Fire Chief, or the Chief Legal Officer. The Chief Legal Officer will review the proposed policy, and, if appropriate, provide a written legal analysis and summary of the proposed policy to the Board. All Board Policies will be “approved as to form” by the Chief Legal Officer prior to adoption by the Board. Board Policies will be presented to the Board and voted upon for adoption in a regular public meeting of the Board at which a quorum is present. Board Policies will become effective upon approval by a majority of the Board present at the public meeting unless otherwise specified. After adoption, policies will be distributed to all appropriate personnel. There will be an official record of Board Policies for any changes, additions, or deletions.

**Policy Statement:** It is the policy of the Board that the Board, as part of its regular public business, will review and approve all proposed Board Policies (and any changes to existing Board Policies) and make them available for review once approved.