

**Riverside Cemetery District
Board Policy**

POLICY ADOPTION

Policy 01

Adoption of new policies or the revision or repeal of existing policies is solely the responsibility of the Board of Trustees. The Board shall adhere to the following procedure in considering and adopting policy proposals to ensure that they will be examined before the final action.

1. **First Meeting** - The proposal shall be presented as a discussion item.
2. **Second Meeting** - The proposal shall be presented for a second reading, discussion, and final adoption.

During the discussion of a policy proposal, the views of the public and staff will be considered. Amendments may be proposed by board members. An amendment will not require that the policy go through additional reading except as the Board determines that the amendment needs further study and that an additional reading would be desirable.

The Board's policy manual; and the policies, procedures, rules, regulations and/or forms set forth therein are not intended to constitute a contract of employment or a contract with employees or guarantee of benefits, rights or privileges upon any specific individual, employee or entitle any person to remain employed for any period of time. The Board may unilaterally revoke these policies, rules, regulations and benefits contained therein at any time for any reason without prior notice, such amendment, change or cancellation shall be effective immediately upon completion of the procedures set forth in this manual for amending, changing, or canceling the policies, rules, regulations and benefits contained herein.

Adopted: 11/9/2004