

Policy 1.25 Policy Development and Administrative Procedure

*Reference:*

*California Education Code Section 70902  
Accreditation Standard IV.B.1.b&e*

Board Policies are statements of intent/guidelines which are adopted by the Board of Trustees to be used by the administration in the development and implementation of regulations and procedures for operating the District.

~~The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on specific matters within the scope of its jurisdiction.~~

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for board action and administrative regulations for CEO action under which the District is governed and administered. Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate. Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, et seq.

The policies have been written to be consistent with provisions of law, but do not necessarily encompass all laws relating to district activities. All district employees are expected to be aware of and observe all provisions of the law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular board meeting by a majority vote of all members of the Board. Proposed changes or additions shall be introduced through the consultative process described in AP 1.25 Policy Development Process prior to the meeting at which action is recommended. ~~not less than one regular meeting prior to the meeting at which action is recommended.~~

Administrative procedures are to be issued by the Chancellor as statements of method regulations, rules, and practices to be used in implementing Board Policy. Such Administrative Procedures shall be consistent with the intent of Board Policy. Administrative Procedures may be revised as deemed necessary by the Chancellor.

As they become available, Administrative Procedures shall be officially distributed to the Governing Board, after which time they shall be considered incorporated into the Board Policy manual. The Board reserves the right to propose to the Chancellor revisions to Administrative Procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

~~Administrative Procedures shall be incorporate in the Board Policy manual in a manner that distinguishes between Board Policy and Administrative Procedures. The Chancellor shall develop implementation procedures for all Board policies. They shall be incorporated into the Board Policy manual in a manner that distinguishes between Board Policy and Administrative~~

~~Procedures. The Chancellor shall provide each member of the Board with copies of the Administrative Procedures as applicable to specific Board Policies as they become available. The Board reserves the right to direct revisions of the Administrative Procedures should they, in the Board's judgment, be inconsistent with the Board's own policies. Unless otherwise directed, the Administrative Procedures at the end of thirty days shall be considered approved by the Board and shall be incorporated into the Board Policy manual such that it is evident which is the Board Policy and which is the Administrative Procedure. Copies of all policies and administrative procedures shall be readily available to District employees through the Chancellor.~~

The Chancellor shall establish and maintain an orderly procedure for preserving and making accessible the Policies, and Administrative Procedures. These documents shall be accessible, updated periodically, and made available to all persons concerned.

~~{See also "How An Idea Becomes Board Policy" chart.}~~

**Source of Law:**

~~California Education Code Section 70902~~

**Approved by the Board of Trustees:** September 16, 2008

Reviewed by the Board of Trustees: March 15, 2011

Approved by the Board of Trustees: