

AP 2410 Policy and Administrative Procedures

Reference:

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

Formulation of Policies

1. The policies adopted by the Board of Trustees will be consistent with the provisions of law, but do not encompass all law relating to the District's activities.
2. Policies of the District will be systematically reviewed by the Board of Trustees. A two-thirds majority vote of the seated Board is required for adoption of new or amended policy.
3. Policies will be brought to the Board for review and discussion (First Reading) and returned for a Second Reading (with any additions, deletions, or corrections made by the Board at the time of the First Reading) and adoption.
4. The Board may require additional readings before adopting or amending any policy.
5. Any policy may be suspended by a majority vote of the entire Board of Trustees. Such vote will be taken by roll call and entered into the minutes of the meeting. Such suspension must specify its period of operation, and said period cannot exceed two months.
6. The Chief Executive Officer of the District has the responsibility for carrying out, through administrative procedures, the policies established by the Board.
7. Students and employees have the responsibility to adhere to the policies established by the Board of Trustees and for abiding by the administrative procedures and regulations designed to implement the policies as well as all provisions of law pertinent to their activities as students and employees.
8. A complete copy of the Policy Manual will be made readily accessible to students, employees, and members of the community.
9. Copies of the Policy Manual will be on file in the Office of the Chief Executive Officer of the District and will be available for review during the hours that the Office of the Chief Executive Officer of the District is open.
10. In the absence of applicable policy, the Chief Executive Officer of the District is authorized to establish needed procedures which, if need to be approved as policy, will be presented for formal approval at the next regularly scheduled meeting as amendments to the Policy Manual.

Formulation of Administrative Procedures

1. The function of providing procedures and other implementing documents to carry out the intent of Board policies will be delegated to the Chief Executive Officer of the District. However, the Board itself will formulate procedures when it relates directly to the manner in which the Board operates.

2. Such rules and implementing documents will constitute the procedures governing the District.

Approved 06/11/08