

## **BP 2410 Board Policies and Administrative Procedures**

### **Board Policies**

The Governing Board may adopt such policies as are authorized by law or determined by the Governing Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Governing Board on a specific issue within its subject matter jurisdiction.

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

Proposed changes or additions shall normally be introduced not less than one regular meeting prior to the meeting at which action is recommended. After being introduced, the Governing Board may adopt, revise, add to, or amend policies at any subsequent regular Governing Board meeting by a majority vote. In unusual circumstances, the Board may change, amend, or add to Board Policies at the same meeting at which they are introduced.

The policy-making process shall be open and inclusive and shall seek public input, as well as the expertise of those within the District.

The policies of the Governing Board shall be subject to amendment only upon a majority vote of the members of the Governing Board at a meeting in the call for which the proposed amendment has been described in writing, or upon a unanimous vote of all Governing Board members when no such notice has been given.

Policies that have a significant effect on faculty, staff and students shall not be adopted without providing an opportunity to those groups for input into those policies. Specifically, the Governing Board shall provide an opportunity for input on:

- Distribution of academic presentations [Education Code 66450]
- Administrative retreat rights [Education Code 87458]
- Equivalencies to minimum qualifications [Education Code 87359]
- Faculty hiring [Education Code 87360]
- Faculty evaluation [Education Code 87663]
- Faculty tenure [Education Code 87610]
- Faculty service areas [Education Code 87743]
- Curriculum Committee [Title 5, Section 55022]

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- Academic Senate/union agreements [Title 5, Section 53204]

The Governing Board, when it is found to be in the best interest of the District may, by a majority vote, suspend its rules and take statutorily authorized action overriding previously adopted policy.

The Governing Board shall regularly review District policies and revise them as necessary. The Governing Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.

Copies of all board policies and administrative procedures shall be readily available to District employees through the Superintendent/President.

**Administrative Procedures**

Administrative procedures are to be issued by the Superintendent/President as statements of method 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 Superintendent/President.

The Superintendent/President shall annually provide each member of the Governing Board with information regarding recently updated administrative procedures as well as a reminder to review the documents on the District's website. The Governing Board reserves the right to direct revisions of the administrative procedures should they, in the Governing Board's judgment, be inconsistent with the Governing Board's own policies.

References: Education Code Section 70902;  
ACCJC Accreditation Standard 4.4

Policy  
Category: Governance Process

Adopted: 1/26/12  
(Replaces former Board Policies 1.6 and 1.10.16)

Revised: 4/26/18, 8/25/22, 7/18/24