

PROCEDURES FOR DEVELOPING BOARD POLICIES AND
ADMINISTRATIVE PROCEDURES

ADOPT: APRIL 8, 1985

REVISED: MARCH 13, 2001

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ED CODE: 70902

The Superintendent/President shall establish and maintain an orderly procedure for preserving and making accessible the Board By-Laws, Policies, and Administrative Procedures. These documents shall be accessible, updated periodically, and made available to all persons concerned.

BOARD POLICIES are statements of intent which are adopted by the Board of Trustees. They serve as guides to the administration in the development and implementation of procedures and regulations for operating the District.

ADMINISTRATIVE PROCEDURES specify the process and guidelines by which specific arrangements necessary to Board Policies are implemented. The Procedures shall be presented to the Board before implementation in the District, but the Board will not adopt a procedure unless requested to do so by the Superintendent/President or unless adoption is required by Federal or State law.

The Superintendent/President has primary administrative responsibility for recommending changes to the By-Laws, Policies, and Procedures to the Board or Trustees.

See Also:

Policy 0.16 Formulation, Adoption, Amendment of Policies and By-laws