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4 **POLICIES AND ADMINISTRATIVE PROCEDURES**
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6 The Board may adopt such policies as are authorized by law or determined by the Board to be
7 necessary for the efficient operation of the District. Board policies are intended to be statements
8 of intent by the Board on a specific issue within its subject matter jurisdiction.

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

12 Policies of the Board may be adopted, revised, added to or amended at any regular board
13 meeting by a majority vote. Proposed changes or additions shall be introduced not less than one
14 regular meeting prior to the meeting at which action is recommended.

15 Administrative procedures are to be issued by the Chancellor as statements of method to be used
16 in implementing Board Policy. Such administrative procedures shall be consistent with the intent
17 of Board Policy. Administrative procedures may be revised as deemed necessary by the
18 Chancellor.

19 The Chancellor shall, annually present each member of the Board with copies of any revisions of
20 administrative regulations since the last time they were provided. The Board reserves the right
21 to direct revisions of the administrative procedures should they, in the Board's judgment, be
22 inconsistent with the Board's own policies.

23 Copies of all policies and administrative procedures shall be readily available to District
24 employees.
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48 Reference:
49 Education Code Section 70902; Accreditation Standard IV.

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51 ADOPTED: 10/14/10