

ADOPTION OF AND CHANGES IN BOARD POLICIES BP 1210

The Superintendent/President or designee, under the direction of the Governing Board, shall be responsible for developing and updating the Policy Manual on a continuing bases. The Governing Board shall periodically review its policy manual based upon reports from the Superintendent/President on the content and effectiveness of the policies.

Participation In Policy Determination

The Board welcomes the advice and assistance of all interested individuals and groups during consideration of both educational and financial matters. However, the Board alone will make final policy determination. Special attention shall be given to involvement of employees and students in considering policies which directly affect them.

First and Second Reading Procedure for Establishment of or Change In Policies

Proposals to establish or change Board Policies shall appear on the published agenda at least two Board meetings prior to Board action on the matter. The first appearance on the Board meeting agenda will be designated in writing "First Reading." The second appearance on a Board meeting agenda will be designated in writing "Second Reading." Action to approve policies shall be taken only after "Second Reading" appears on the agenda or any subsequent meeting.

Effective Date of Policies

All policies established by the Board become effective immediately upon their adoption unless an effective date is specified at the time of passage.

Responsibilities of Staff

The policies and procedures adopted by the Board for the District have been written to be consistent with the provisions of law, but do not encompass all laws relating to the District's activities. All staff will be held responsible for observing provisions of law pertinent to their activities.

Suspension of Policy

Any policy or procedure may be suspended by a majority vote of the Board except as otherwise provided by law. Such vote shall be taken by roll call and shall be entered in the minutes of the meeting.

Distribution of Policy Manuals

The Superintendent/President shall furnish a copy of Board policies and procedures and a copy of any amendments to each department, division, Vice President, Dean, Division Chair, President of Faculty Senate, President of CCFT, President of SEIU, and President of Student Senate.

Further, upon written request, a copy of Board policies and procedures will be provided to any other interested person. In lieu of the distribution of the complete Policy Manual, the Superintendent/President may prepare a special edition for any specific group of employees and omit therefrom those policies which do not have a direct bearing upon the activities of that group of employees, provided, however, that a copy of the complete policies and procedures is made readily accessible to all employees and to members of the public. Copies of the policies and procedures shall be on file in the Office of the Superintendent/President of the District and in the College Library. A fee covering the costs incurred by the District in furnishing the copies may be charged.

Policy Provisions Required by Law

If any provisions of the Board policies are held contrary to law by a court of competent jurisdiction, such provisions will not be deemed valid and subsisting to the extent provided by law, but all other provisions will continue in force and effect.

Legal Reference: *Education Code Section 72200; and Government Code Sections 6252 and 6253.*

Adopted: February 1, 1988

Revised: November 7, 1994