

# BOARD BYLAWS

## PALO VERDE COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE PROCEDURE

2410

### Policy and Administrative Procedures

Reference: Education Code Section 70902; Accreditation Standard IV.B.1.b, e

#### **PROCEDURES FOR DEVELOPING BOARD POLICIES**

Suggestions for additions to or modifications of District policies and administrative procedures may be initiated by the Academic Senate, employee organizations, associated students (through the consultative process), or management personnel.

Suggestions for new policies or policy revisions will be available for review and comment by the Academic Senate, employee organizations, associated students and management personnel. Every attempt shall be made to provide new policies or policy revisions to the above groups not less than 30 days prior to final adoption by the Board of Trustees. The Board of Trustees will complete two readings of any policy submitted under this section prior to adoption.

This procedure will not apply to any policies subject to negotiation under collective bargaining, nor will it apply to the Board Bylaws.

#### **ADOPTION OF AND CHANGES IN BOARD POLICIES**

The Board of Trustees of the Palo Verde Community College District has established the following procedures for adopting or changing Board policies:

- A. 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 be the final policy determinant. Special attention shall be given to involvement of employees and students in considering policies which directly affect them.
- B. First and Second Reading Procedures for Establishment of or Change in Policies - Proposals to establish or change Board policies shall appear on the published agenda at least one time with the note "First Reading" prior to the meeting at which action is taken on the matter. Action to approve policies shall be taken only after the "Second Reading."
- C. 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.
- D. Involvement in Policy Development by Academic, Classified, Management and Associated Students - Academic, classified, and management employees along with the associated students shall participate in the development of Board Policies through the "Collegial Governance" process. These groups will recommend additions or changes through their constituent bodies and will reach consensus on recommendations to the Board at the College Council/Strategic Planning Steering Committee meetings. This

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procedure will not apply to any policies subject to negotiations under collective bargaining, nor will it apply to the Board Bylaws.

- E. Responsibilities of Academic and Classified Employees - The policies and procedures adopted by the Board for the District have been written to be consistent with provisions of law, but do not encompass all laws relating to the District's activities. All academic and classified employees shall be expected to know and shall be held responsible for observing all provisions of law pertinent to their activities.
- F. Suspension of Policy - Any policy or procedure may be suspended by a majority vote of the Board. Such vote shall be taken by roll call and shall be entered in the minutes of the meeting.
- G. Distribution of Policies - The Superintendent/President shall furnish, upon request, a copy of the policies and procedures and a copy of any amendment thereto to each employee of the District and 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 there from 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 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 Learning Resources Center (College Library).
- H. Policy Provisions Required by Law - Should a Statute or Code section of the State of California or the government of the United States be added, repealed, or amended; or should a court decision or an opinion by the Attorney General of the State of California or another applicable court or official make changes in any of the policies of the Board or in the Administrative Procedures of the District, the policies and procedures shall be considered to be automatically amended to comply.

### REVIEW OF ADMINISTRATIVE PROCEDURES

The Board of Trustees may, as circumstances dictate, review administrative procedures. The Board, reserves the right to review all administrative procedures should they, in the Board's judgment, be inconsistent with policies adopted by the Board of Trustees.

At the time Board Policies are being submitted to the Board as new policies or modifications to existing policies, the administrative procedure for that policy will also be submitted for review and comment. Administrative procedures are not ratified by the Board except in the instance that in the Board's judgment, said procedures have been found to be inconsistent with policies adopted by the Board of Trustees.

See also BP/AP 2510 - Collegial Governance: Participation in Local Decision Making

*(Formerly PVC Board Policies 7200, 7210 and 7250)*

1/14/06 Board First Read  
1/24/06 Board Second Read and Approval