POLICY DEVELOPMENT, ADOPTION AND REVISION

The Board of Directors has the authority and responsibility to establish policy. The formulation and adoption of policies, recorded in writing, will constitute the basic method by which the Board will exercise its leadership in the operation of the College system.

The policies shall be consistent with Oregon Revised Statues, Oregon Administrative Rules and all federal laws and regulations. Policies do not encompass all laws relating to the College’s activities. All College employees will be expected to know and will be held responsible for observing all provisions of law pertinent to their activities as College employees.

The President will furnish necessary information and make recommendations on new policies and on policy changes.

Board policies will be subject to alteration, addition or deletion only upon majority vote of the Board at any regular or special meeting in which all members have been notified in writing of the proposed alteration, addition or deletion at least 24 hours in advance. In most cases, a first reading of the policy will be scheduled on a regular meeting agenda prior to its adoption at a subsequent regular meeting.

A proposed change in policy will not be made at the meeting in which the change is proposed unless an emergency arises. A unanimous vote of the Board is required to declare an emergency situation.

The formal adoption of policies will be recorded in the Board minutes. Only those written statements so adopted and so recorded will be regarded as official Board policy.

Any formal motion or action of the Board which, as a revision of existing policy, creates, amends or supplements policy will be called to the attention of the Board when reviewing the minutes for formal adoption.

Copies of Board policies will be made available to the public by contacting the President. Board Members and employees of the College will have access to electronic copies of all Board policies. Revised and newly adopted policies will be made available as soon as possible following the Board’s approval.

The operation of any section or sections of policies not established by law or specifically listed in the current labor document may be temporarily suspended by a majority vote of the Board at a regular or special meeting.
Policies will be reviewed periodically to ensure currency.

END OF POLICY

Legal Reference:

ORS Chapter 341