

## **AP 2410 Board Policies and Administrative Procedures**

### **References:**

NWCCU Standards 2.A.2, 2.A.12, and 2.A.18

### Board Policies

In most cases, a first reading of the policy will be scheduled on a regular meeting agenda prior to its second reading and adoption at a subsequent regular meeting.

The exception being when an emergency is declared, and 24 hour advance public notice is given. A unanimous vote of the Board is required to declare an emergency situation.

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

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

Board members and College personnel 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.

### Administrative Regulations

Administrative regulations are detailed directions governing the operation of the College.

The President is authorized to formulate such administrative regulations appropriate for the implementation of policies adopted by the Board and necessary for the consistent operation of the college.

When approved by the President, administrative regulations shall be distributed to all affected individuals, as appropriate.

Non-substantive changes as defined in BP 2410 (adding new legal and accreditation references, removing outdated legal references, correcting typos, and updating position titles) can be approved by the President without going through the internal policy review process. Changes will be noted in the Board of Education meeting minutes.

END OF PROCEDURE

**Board Adoption Date: April 11, 2023**

**Last Revised: April 11, 2023**