

**BOARD POLICY 2410 BOARD POLICY AND ADMINISTRATIVE PROCEDURE**

Board Policies are statements or intent/guidelines which are adopted by the Board of Trustees to be used by the administration in the development and implementation of regulations and procedures for operating the District.

The Board is the ultimate decision maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility the Board is committed to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative regulations for Chancellor action under which the District is governed and administered. The provisions of Board policies and administrative procedures shall be updated in a timely manner to reflect all Board changes or modifications. Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate in consultation. No Board policy or administrative procedure shall be construed to interfere with the formation or administration of employee organizations, or compromise the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, et seq. No Board Policy or Administrative Procedure shall weaken or invalidate the provisions of existing District collective bargaining agreements.

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

Policies of the Board may be adopted, revised, added to or amended at any regular board meeting by a majority vote of all members of the Board. Proposed changes or additions shall be introduced through the consultative process described in AP 2410 Policy Development Process prior to the meeting at which action is recommended. The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.

Administrative Procedures are to be issued by the Chancellor as statements of regulations, rules and practices to be used in implementing Board Policy. Such Administrative Procedures shall be consistent with the intent of Board Policy. Administrative Procedures may be revised as deemed necessary by the Chancellor.

As they become available, Administrative Procedures shall be officially distributed to the Governing Board, after which time they shall be considered incorporated into the Board Policy manual. The Board reserves the right to propose to the Chancellor revisions to Administrative Procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

The Chancellor shall issue an administrative procedure to detail the implementation of this policy.

**Reference:**

Education Code Section 70902;  
ACCJC Accreditation Standards IV.C.7; IV.D.4; I.B.7; and I.C.5 (formerly IV.B.1.b & e)  
Administrative Procedure 2410 Policy Development Process

**Replaces:**

Board Policy 1.25 Policy Development adopted September 16, 2008 and last revised March 29, 2011

Approved by the Board of Trustees: December 6, 2011

Revised by the Board of Trustees: February 26, 2013

Revised by the Board of Trustees: April 14, 2015

Reviewed and approved by the Board of Trustees: September 28, 2021