



## **BP 2410 BOARD POLICIES AND ADMINISTRATIVE PROCEDURES**

### **References:**

Education Code 70902;  
ACCJC Accreditation Standard 4.4;  
BP 2510 Participation in Local Decision Making

### **Board Policies (BPs)**

The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies describe the operations of the Board and broadly govern the District at the policy level consistent with legal requirements and the Board's responsibilities.

In adopting these policies the Board intends to focus the District upon its mission and on institutional success and to foster public understanding and support of the District and its educational programs. These policies apply to and provide direction to the District, its employees, and the Board as they carry out their responsibilities.

Board policies implement and interpret the law and applicable standards. They are not intended to and cannot conflict with or override the law. If a conflict arises, the applicable law prevails. The authority for these policies arises from California law including the Education and Government Codes, Title 5 of the California Code of Regulations, and accreditation standards.

The Board regularly evaluates its policies and revises or adds new policies as it decides are necessary. Policies of the Board may be adopted, revised, added to, or amended at any regular Board meeting by a majority vote as provided below. Proposed changes or additions shall normally be introduced not less than one regular meeting prior to the meeting at which action is recommended. In unusual circumstances, the Board may change, amend, or add to Board Policies at the same meeting at which they are introduced.

### **Administrative Procedures (APs)**

Administrative procedures are statements of specific methods to be used in implementing Board policies. Administrative procedures are issued and revised by the



Superintendent/President, in consultation with the appropriate participatory governance groups as stipulated in Board Policy 2510 titled Participation in Local Decision Making. Such administrative procedures shall be consistent with the intent of Board Policy. The Superintendent/President will inform the Board of substantive changes to administrative procedures.

The Board recognizes the role of the Superintendent/President in administering the District consistent with Board Policy through administrative procedures, planning documents and other administrative decisions and actions. As part of the Board's oversight function, the Board will hold the Superintendent/President accountable for ensuring that administrative procedures are consistent with Board policies.

### **Process for Amending Board Policies or Developing New Policies**

All new Board policies or substantive changes to existing Board policies shall first be discussed by the Board in draft after notice at a regular Board meeting. After the initial discussion by the Board, if the consensus of the Board is that the new or amended policy should be considered, a draft of the proposed policy or amendment will be referred to the Board Policy and Administrative Procedure Committee (BPAP) for input within 60 days before it is noticed for first reading by the Board. The Board may request the Superintendent/President to develop policies when appropriate and present such policies for review by the Board, before routing it to BPAP. To allow for a second reading, action on the final draft shall be taken at a subsequent regular Board meeting. During non-primary terms, the 60-day timeline shall be adjusted to allow for flexibility in receiving input from governance groups. Matters that are operational will not be adopted as Board policy.

Any person or governance group (proposer) may propose to amend a Board policy or the adoption of a new Board policy. The proposer shall first discuss the specific terms and rationale of the proposal with the Superintendent/President and the Board President. With their concurrence, the proposal may be placed on the Board's agenda for initial discussion at a convenient time considering all of the Board's pending business. If either or both the Superintendent/President and the Board President do not agree that the proposal should be placed on the Board agenda, the proposer may thereafter withdraw the proposal or consider proceeding under BP 2340 Agendas.



BPAP is also responsible for timely review and recommendations arising from the five year continuous review cycle. Any recommended changes from the review cycle or legal updates will be considered by the Board at a regularly scheduled Board meeting.

### **Access to Board Policies and Administrative Procedures**

Board policies and administrative procedures shall be electronically available on the District website as maintained by the Office of the Superintendent/President.

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Date Adopted: July 25, 2013

Legal Reference Update #25: November 2014

Review/Readopted: May 12, 2016

Review/Readopted: October 12, 2017

Review/Readopted: June 28, 2018

BOT Reviewed: November 12, 2020

BPAP Reviewed: April 2, 2021

BOT Reviewed: April 22, 2021

Review/Readopted: May 27, 2021

Legal Update #40: May 2022

Legal Update #44: April 2024