Copper Mountain Community College District Section 1000 – Board of Trustees

1020 Page 1 of 2

Board Policy

BP 1020 Formulation of Policy and Administrative Procedures

1020.1 Formulation of Policies

- A. The policies adopted by the Board will be consistent with the provisions of law, but do not encompass all laws relating to the District's activities.
- B. The Board will systematically review policies of the District. A majority vote of the full board membership is required for adoption of a new or amended policy. Policies will be brought to the Board for review and discussion (First Reading) and returned for a Second Reading (with any additions, deletions, or corrections made by the Board at the time of the First Reading) and consideration of adoption. The Board may require additional readings before taking action on new or amended policies.
- C. Any policy may be suspended by a majority vote of the full board membership. Such vote will be taken by roll call and entered into the minutes of the meeting. Such suspension must specify its period of operation, and said period cannot exceed two months.
- D. The Superintendent/President has the responsibility for carrying out, through administrative procedures, the policy established by the Board.
- E. Students and employees have the responsibility to adhere to the policies established by the Board and for abiding by the administrative procedures and regulations designed to implement the policies as well as all provisions of law pertinent to their activities as students and employees.
- F. A complete copy of the Policy Manual will be made readily accessible to students, employees, and members of the community. Copies of the Policy Manual will be on file in the Office of the Superintendent/President of the District and will be available for review during the hours that the Office of the Superintendent/President is open.

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Copper Mountain Community College District

Board Policy

Section 1000 - Board of Trustees

1020 Page 2 of 2

BP 1020 Formulation of Policy and Administrative Procedures

1020.1 Formulation of Policies (continued)

G. In the absence of applicable policy, the Superintendent/President is authorized to establish needed procedures which, if need to be approved as policy, will be presented for formal consideration of approval at the next regularly scheduled meeting.

1020.2 Formulation of Administrative Procedures

- A. The function of approving procedures and other implementing documents to carry out the intent of Board policies will customarily be delegated to the Superintendent/President. However, the Board itself will formulate procedures when it relates directly to the manner in which the Board operates.
- B. Such rules and implementing documents will constitute the procedures governing the District.

Adopted: <u>July 20, 1999</u>