

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.06 (BP 2410)**

**BOARD POLICY
San Mateo County Community College District**

Subject: BP 2.06 Board Policies and Administrative Procedures
Revision Date: 12/11; 7/17; 4/19
Policy Reference: Education Code Section 70902; ACCJC Accreditation Standards IV.C.7, IV.D.4, I.B.7 and I.C.5

1. The policies adopted by the Board for the District have been written to be consistent with the provisions of law, but do not encompass all laws relating to the District's activities. All District employees shall be expected to know and shall be held responsible for observing all provisions of law pertinent to their activities as District employees.
2. Any policy may be suspended by a majority vote of the Board, which vote shall be taken by roll call and shall be entered in the minutes of the meeting.
3. The policies governing the District may be amended by a majority vote of the Board at any meeting. Amendment shall be made by repeal of the existing rule and, if required, the enactment of a new rule.
4. The administration, in conjunction with the appropriate constituencies, will review each policy on a six-year schedule in accordance with the accreditation cycle. Any changes required will be brought to the appropriate consultative group and to the Board of Trustees for approval.
5. Board policies 2.05 and 2.08 assign responsibility to the Academic Senate to advise the Board on eleven different areas of "academic and professional" matters. Policy changes which impact any of the eleven areas will be reviewed by the Academic Senate prior to being sent to the Board for approval.
6. Board policy 2.08 assigns responsibility to the District Participatory Governance Council (DPGC) to advise the Board on seven different governance matters. Policy changes which impact any of these seven areas will be reviewed by the DPGC before being sent to the Board for approval.
7. Administrative procedures implementing Board-adopted policies shall be developed by designated administrators subject to approval of the Chancellor. Procedures shall be consistent with and not in conflict with policies adopted by the Board.
8. Board policies and administrative procedures will utilize the numbering and titling system recommended by the Community College League of California.
9. Board policies will only reference the "Chancellor (or designee)" as the responsible party for implementing Board policies and developing administrative procedures.
10. Board policies and administrative procedures will be posted on the District's website.