



**Kern Community College District
Board Policy
Chapter 2 – Board of Trustees**

BP 2410 BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

References:

Education Code Section 70902;

WASC/ACCJC Accreditation Standards IV.C.7, IV.D.4, I.B.7, and I.C.5

Note: This policy is **suggested as good practice.**

The Board of Trustees 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 are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to District activities. All District employees are expected to know of and observe all provisions of 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. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.

Board Policies remain in effect until they are revised or repealed by the Board of Trustees or by statutory or constitutional authority.

Administrative procedures will be reviewed on a periodic basis for compliance with all applicable laws and codes.

Unless unusual circumstances exist, such recommendations for policy amendments shall be presented at one meeting for information, with Board action at a subsequent meeting.

Administrative procedures are to be issued by the District Chancellor as statements of method 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 District Chancellor.

Administrative procedures will be reviewed by the appropriate constituency groups per the District Decision Making Process.

The District Chancellor shall, annually, provide each member of the Board with copies of the administrative procedures or any revisions since the last time they were provided. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

Copies of all board policies and administrative procedures shall be readily available to District employees through the District website.