

**Policy and Administrative Regulations**

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 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.

Administrative regulations are to be issued by the Chancellor as statements of method to be used in implementing Board Policy. Such administrative regulations shall be consistent with the intent of Board Policy. Administrative regulations may be revised as deemed necessary by the Chancellor. The Board does not adopt administrative regulations unless specially requested to do so by the Chancellor, however, it reserves the right to review them.

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

Copies of all policies and administrative regulations shall be readily available to District employees through the Chancellor.

See Administrative Regulation 2410

Reference: Education Code Section 70902; Accreditation Standard IV.B.1.b & e

Adopted by the Governing Board: October 10, 1978; November 4, 2003  
Revised: December 11, 2001