



Book	SMCCCD Board Policies
Section	CHAPTER TWO: Board of Trustees
Title	Board Policies and Administrative Procedures (Accreditation-Related)
Code	BP 2410
Status	Active
Adopted	November 29, 2023
Last Revised	November 29, 2023

**BP 2410****Board Policies and Administrative Procedures**

References: Education Code Section 70902; ACCJC Accreditation Standards I.B.7, I.C.5, IV.C.7, and IV.D.4

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 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 job responsibilities and activities as District employees.

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.

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 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.

The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.

1. Policies of the Board may be adopted, revised, added to, or amended at any regular Board meeting by a majority vote.
2. 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.
3. 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.
4. BP 2510 Participation in Local Decision-Making assigns 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.

5. BP 2510 Participation in Local Decision-Making 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.
6. 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.
7. 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.
8. The District Chancellor shall, on an annual basis, provide each member of the Board with 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.
9. Board policies and administrative procedures will utilize the numbering and titling system recommended by the Community College League of California.
10. Board policies will only reference the "Chancellor" as the responsible party for implementing Board policies and developing administrative procedures as the District Chancellor is the primary employee of the governing board.
11. Board policies and administrative procedures will be posted on the District's website.
12. Access to board policies and administrative procedures shall be readily available to District employees through the District Chancellor.

*See AP 2410 Board Policies and Administrative Procedures and BP 2430 Delegation of Authority to the District Chancellor.*

---

*(Replaces former SMCCCD BP 2.06 and BP 2.07)*

**Revised:** 2/11 (BP 2.07); 12/11 (BP 2.06); 7/17  
(BPs 2.06 and 2.07); 4/19 (BP 2.06)