



**FOOTHILL-DE ANZA
Community College District**

Book	Board Policy
Section	Chapter 2 - Board of Trustees (including former Article 2 - Administration and Article 9 - Bylaws)
Title	REVISED DRAFT - Board Policy and Administrative Procedure
Code	BP 2410
Status	Up For Revision
Legal	Education Code Section 70902 ACCJC Accreditation Standards IV.C.7, IV.D.4, I.B.7, and I.C.5
Adopted	May 1, 1995
Last Revised	March 3, 2014
Origin	formerly BP 2615
Office	Chancellor's Office

The Board **of Trustees shall be the policy-forming body of the Foothill-De Anza Community College District. The Board, with the recommendation and assistance of the Chancellor,** 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 (**BPs**) 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; **unless the policy is in response to an emergent crisis and is time-sensitive. The Chancellor is authorized to amend policies without Board approval for minor revisions (correction of typographical errors and/or revisions/additions to statutory and regulatory references). The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.**

Administrative procedures (**APs**) are to be issued by the 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 Chancellor. 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 policies and administrative procedures shall be readily available to District employees and the public through the district web site.

[See Administrative Procedure 2410 Policy and Administrative Procedure](#) (NOTE: Update the link once AP 2410 is officially revised).

Approved 5/1/95
Amended and renumbered 3/3/14 (formerly BP 2615)