

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
POLICY MANUAL

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| <b>Title:</b><br><b>BOARD POLICY AND ADMINISTRATIVE PROCEDURES</b>        | <b>Number:</b><br><b>BP 1.15</b>         |
| <b>Legal Authority:</b><br><b>California Education Code Section 70902</b> | <b>Related to</b><br><b>CCLC BP 2410</b> |

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 procedures 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 Chancellor shall provide each member of the Board with copies of new or revised administrative procedures when they are issued. 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 through the District web site.

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| <b>Recommended by Participatory Governance Council:</b> May 4, 2022<br><b>Approved by Board of Trustees:</b> June 22, 2023 | <b>Page 1 of 1</b> |
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