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**Last Approved:** 06/2019  
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**Next Review:** 06/2025  
**Owner:** *BOT Board of Trustees:*  
**Policy Area:** *Chapter 2 Board of Trustees*  
**References:** *Good Practice/Optional*

## BP 2410 Board Policies and Administrative Procedures

*(Replaces SBCCD BP 2045)*

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

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 through regular consultation processes and/or as required by revisions to laws and regulations. Administrative procedures are forwarded to the Board of Trustees. 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.

Board policies and administrative procedures are to be reviewed as per the schedule specified in AP 2410.

Board policies and administrative procedures shall be readily available on the District's website.

### Reference:

Education Code Section 70902; ACCJC Accreditation Standards IV.C.7, IV.D.4, I.B.7, and I.C.5 (formerly IV.B.1.b & e)

### Attachments

- [BP 2410 Board Policies & Admin Procedures - Comments](#)
- [BP 2410 Board Policies & Admin Procedures - Legal Citations](#)

## Approval Signatures

Step Description	Approver	Date
	Policy Stat	06/2019
	Policy Stat	06/2019
	Policy Stat	05/2019
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