

**PROCESS TO INTRODUCE NEW OR  
REVISE EXISTING GOVERNING BOARD POLICIES**

1. Policies of the Governing Board may be adopted or revised at any regular meeting of the Governing Board by a majority vote of the members of the Governing Board.
2. Recommendations to introduce new, rescind existing, or make substantive modifications to existing Governing Board policies shall be forwarded to the Chancellor by contacting the Chancellor, Vice Chancellors, college Presidents or other persons with similar knowledge of the proposed subject matter.
3. New Governing Board policies or revisions to existing Governing Board policies may be recommended to the Chancellor by any educational or classified employee, any organization representing employees of the District, District committees, or management personnel.
4.
  - (a) Proposed new or revised Governing Board policies not addressing academic and professional matters will be presented to the District Governance Council, United Faculty, Local One, and Management Council Executive Board for review and comment. The review and comment period shall be twenty (20) workdays for the first reading and twenty (20) workdays for the second reading to submit input to the Chancellor. The Chancellor may extend this time limit upon a showing of good cause by the group requesting the extension. Such requests shall not be unreasonably refused.
  - (b) Proposed new or revised Governing Board policies addressing academic and professional matters will be reviewed and considered for adoption pursuant to the process set forth in Administrative Procedure 1009.02.
5. After the Chancellor receives input from the District Governance Council both employee unions, and Management Council Executive Board regarding policies referred to in section 4(a), the Chancellor will finalize the policy and forward the policy to Cabinet for approval. The Cabinet shall have twenty (20) workdays to approve or reject the proposed new or revised policy.
6. Upon Cabinet approval, the proposed new or revised policy shall be presented to the Governing Board first as an information item (first reading) and then not less than one regular Board meeting later as a nonconsent item (second reading).
7. Upon Governing Board approval, the policy shall be printed and distributed as required, with a title, approval date and policy number.
8. Non-substantive changes shall be made administratively by the responsible department. Non-substantive changes are updates to related procedures; typographical, formatting and grammatical error corrections; title or name changes; and citation updates to federal or state law.
9. Districtwide policies and procedures supersede college and departmental procedures.