



## COLLEGE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Board Policies: Establishing, Maintaining, and Revising	BE - I	2	TBD

## BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
B - Local Governance	Policy and Bylaw Development	BE (LOCAL)	TBD

## PURPOSE

Board policies are intended to ensure the College and its employees operate within the bounds of the law and the ethical behavior expected of a public entity. All College policies must be developed, modified, and published in accordance with this procedure.

## PROCEDURE

### New and Updated Board Policies

New or updated Board Policies at McLennan Community College require the approval of the Board of Trustees. The process for proposing a new Board policy or an update to an existing Board policy is as follows:

1. New or updated Board policies are proposed by Leadership Team members with input from the appropriate departments, faculty or staff members.
2. The new Board policies or edited version of an existing Board policy (using Track Changes in Microsoft Word) should be sent to the President.
3. The Leadership Team will discuss the new or updated Board policy and the President may send it back for revision, reject it, or approve it.
  - a. If the decision is made to revise, the revision may be done by a Leadership Team member or the original proposer may be asked for more input. After revision, the new or updated Board policy will be discussed again by the Leadership Team.



- b. If the new or updated Board policy is rejected by the President, nothing further is needed.
  - c. If the new or updated Board policy is approved by the President, it will be taken to a Board of Trustee meeting for Board approval.
- 4. The new or updated policy will be placed on the agenda of the next Board of Trustees meeting for discussion and approval. Once approved by the Board, it will be published.

### **Publishing new and updated policies**

Once approved, new or updated Board policies are published to the campus community by the President's Office.

- 1. For new and updated Board policies, the President's Office sends the policy for publication on the College's Board Policy page, hosted by the Texas Association of School Boards.
- 2. The new or updated Board policy is sent via email to all faculty and staff. Updated policies will include a redlined version showing changes from the original.

### **Board Policy Review**

Board Policies should be reviewed for updates at least once every five years, or as needed due to organizational or legal changes.