

BYLAW, POLICY & ADMINISTRATIVE REGULATION DEVELOPMENT

The District Board shall provide bylaws and policies for governing the Board's internal operations. The final adoption of Board bylaws and Board policies shall be recorded in the minutes of the Board. Only those written statements so adopted and recorded shall be regarded as official Board bylaws and Board policies.

Board Bylaw: A bylaw is a rule that governs the internal operations of the Board. A bylaw specifies required action, the responsible party for the action, and a timeline for the action. A bylaw leaves very little room for individual judgment.

The Board establishes bylaws to hold itself accountable. Bylaws build stability into Board operations and prevent the Board from taking action it may later need to rescind.

Board Policy: A policy is a clear guide for discretionary action. Policies should be narrow enough in scope to give clear guidance to the President/District Director to guide decisions yet broad enough to allow for individual discretion in decision-making.

Policy-making is the responsibility of the Board. Through policy-making the Board provides a clear sense of direction to the President/District Director that calls for individual discretion and professional judgment by the President/District Director.

As a guide for discretionary action, a policy is a clear statement from the Board that leaves leeway for the President/District Director to decide what action is required.

Operational Administrative Regulation: An operational administrative regulation specifies a required action. An operational administrative regulation tells exactly what is to be done, usually tells who is to take the action, and specifies when the action is to be taken. An operational administrative regulation leaves very little room for individual judgment.

Operational administrative regulations are the responsibility of the College Administration. The Administration of the College uses operational administrative regulations to carry out the expressed intentions of the Board as stated in Board policy. The President/District Director may establish an operational administrative regulation to specify when a specific action is to be taken by an individual at a specific time.