

June 18, 2020

20-166

BP 2410 BOARD POLICIES, BYLAWS AND ADMINISTRATIVE PROCEDURES (FIRST READING)

PREPARED BY: Jeannie Moton, Executive Coordinator, Board of Directors

APPROVED BY: Mark Mitsui, President

REPORT: The Board of Directors may adopt such policies and bylaws that are authorized or determined by the Board of Directors to be necessary for the efficient operation of Portland Community College. Board policies and bylaws are intended to be statements of intent by the Board of Directors on a specific issue within its subject matter jurisdiction.

The policies and bylaws have been written to be consistent with provisions of law but do not encompass all laws relating to Portland Community College's activities. All Portland Community College employees are expected to know and observe all provisions of law pertinent to their job responsibilities.

Policies and bylaws of the Board of Directors may be adopted, revised, added to, or amended at any regular Board of Directors 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 of Directors shall regularly assess its policies and bylaws for effectiveness in fulfilling Portland Community College's mission.

Administrative procedures are to be issued by the President as statements of method to be used in implementing Board of Directors policy. Such administrative procedures shall be consistent with the intent of Board of Directors Policy. Administrative procedures may be revised as deemed necessary by the President.

The policies and bylaws adopted by the Board of Directors shall be recorded in the minutes of the Board of Directors and only those so adopted and recorded shall be official policies and bylaws of the Board of Directors. Unless circumstances require immediate action, a policy or bylaw shall not be adopted at the first meeting during which it is presented.

The Board of Directors encourages administration to review and recommend new policies or changes in existing policy.

Copies of all Board of Directors policies and bylaws shall be readily available for public review at [www.pccc.edu/board](http://www.pccc.edu/board).

**RECOMMENDATION:** In accordance with NWCCU Standards 2.C the Board of Directors approve BP 2410 as presented. The adoption of this policy will replace Board Policy B202-Formulation of Written Policies and Bylaws.