

Procedure Manual



Title: Development of Rules, Policies and Procedures	Number: A6Hx2-1.11
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Any complex organization functions best with a well-defined set of clearly understood, consistently applied policies and procedures. As organization units, officers, or individuals develop policies and procedures for their areas of responsibility, the process of development should involve broad, representative participation consistent with the nature of the issues and the organizational units involved. Policies (principles, plans, or rules governing actions within the College) require approval of the District Board of Trustees and shall be signed by the President to certify their accuracy. Procedures (processes or systems designed to implement policy and promote the efficient operation of the College and not within the definition of “Rule” pursuant to Chapter 120) will be issued by the President and carry the signatures of the President and of the recommending officer responsible for the procedure. Any policy or procedure meeting the definition of “Rule” as defined in the Administrative Procedures Act (Chapter 120, Florida Statutes), will be adopted, amended or repealed as required by that Act.


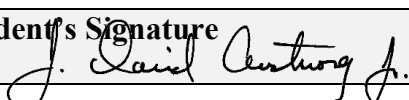
Policy/Procedure Development Process. Policies and procedures may be generated in the following manner:

- A responsible organizational unit, officer, or individual may develop or recommend new policies and procedures, revisions, or amendments to policies and procedures which affect that unit's activities.
- Any organizational unit, officer, or individual who has broad campus or College involvement may, in coordination with other appropriate units or individuals, develop or recommend new policies and procedures, revisions, or amendments to existing policies and procedures.
- Any member of the faculty or staff may develop or recommend new policies and procedures, revisions, or amendments to existing policies and procedures and submit them to the appropriate College committee or Vice President.
- When *Florida Statutes*, *Florida State Board of Education Administrative Rules*, or other external authorities having jurisdiction over Broward College state that the College shall develop policies and procedures, the appropriate Vice President shall assign policy/procedure development responsibilities.

College committees may recommend such policies and procedures, revisions, or amendments to existing policies and procedures as their examination, study, and research indicate are appropriate. The chairperson shall route them to the appropriate Vice President.

Policy Approval Process. All new, revised, and amended policies shall be routed through normal administrative channels and submitted to the Board of Trustees. The appropriate Vice President shall ascertain whether all appropriate personnel, including the President of the Faculty Senate on matters affecting the Faculty, have been involved or consulted in the process of developing, revising, or amending these policies.

Public workshops may be held for purposes of rule development. The College will hold public workshops for purposes of rule development if requested in writing by an affected person, unless the College President explains in writing why a workshop is unnecessary.

Recommending Officer's Signature 	Date: 08/09/16	President's Signature 	Date: 08/09/16
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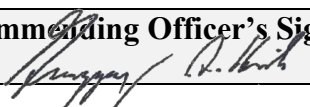
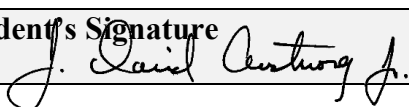


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The appropriate Vice President should submit the new, revised, or amended policy to the President for his recommendation to the Board of Trustees. The President's office is responsible for assuring that proper public notice of the intended action on the policy is advertised and is in accordance with section 120.54(3), Florida Statutes. Upon adoption by the Board of Trustees, the policy shall be signed by the President and added to the *Broward College Policy and Procedure Manual*.

Procedures Approval Process. Procedures shall be routed through normal administrative channels to the appropriate Vice President for submission to the President. Upon approval, the President shall sign the procedure and add it to the *Broward College Policy and Procedure Manual*.

Periodic Review. Working with appropriate administrators and faculty, the President shall conduct periodic reviews to update policies and procedures and bring them current with changing laws, conditions, and personnel.

Recommending Officer's Signature 	Date: 08/09/16	President's Signature 	Date: 08/09/16
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