

administration • reference memo

- keywords:
- **BOARD POLICY**
 - **FORMULATION OF POLICIES**
 - **AUTHORITY OF ACT**

The College Board defines policy as a guide for discretionary action.

Policies shall be written statements clearly enunciating the intent of the College Board in any matter. Such statements shall be formally adopted by majority vote of the Board members, and only statements so written and adopted shall be considered to be College policy.

Where College policy has not been clearly enunciated, the President, or his/her designate, has authority to act. He/she shall report his/her action at the first regular meeting of the College Board thereafter, for approval and/or direction.

He/she shall forthwith cause to be prepared a policy statement or statements to rectify the deficiency, and shall present such policies for acceptance at the earliest opportunity.