

## **FLATHEAD VALLEY COMMUNITY COLLEGE**

### **Policy Manual**

#### **CHAPTER II - ORGANIZATION**

##### **SECTION 60: POLICY AND PROCEDURE DEVELOPMENT, CHANGE AND IMPLEMENTATION\***

Approved: March 22, 2010

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#### **POLICY/BYLAW PROCEDURE-ADOPTION/REVISION**

All policies/bylaws will remain in effect until revised and approved by the Board of Trustees at official Board meetings. Adoption of new policies/bylaws or changing existing policies/bylaws is the sole responsibility of the Board. It is specifically the duty of the President to recommend policy to the Board of Trustees.

Policies/bylaws and policy/bylaw revisions introduced at one meeting shall not be adopted until a subsequent meeting. Temporary guidelines may be authorized by the Board in lieu of formal policy in recognition of emergency conditions or special events that will take place before formal policy action may be taken.

When action must be taken and the Board has provided no guidelines for administrative action, the President has the power to act, but such decisions are subject to review by action of the Board. It is the duty of the President to inform the Board promptly of such action and the need for policy.

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\* History: Adopted June 22, 1982; Revised August 11, 1987; Revised April 24, 2000; Revised March 22, 2010, Reviewed January 23, 2017, February 24, 2020