



College of The Albemarle Policy

Policy Number: 1.5

Pages: 1 of 2

Title: Adopting Policies and Procedures

Related Policy and Procedures:

Divisions of Responsibility: Board of Trustees; President's Office

The Board of Trustees' policies shall constitute the basic governance for the College. All of the Board's policies shall be contained in the College's Policy Manual.

I. Adopting and Amending Policies

The following procedures shall be followed when adopting or revising policies:

- A. Either when directed by the Board or when necessitated by changes to federal and/or state laws and regulations, when otherwise determined necessary due to operational and/or management issues, or when in the College's best interest, the president or President's designee shall draft and propose new policies and/or provide amendments to current policies.
- B. Except in the event of an emergency or special condition (e.g., legal changes mandated by a specific date), the President shall present any proposed policy or amendments to current policies to the Policy, Planning, and Student Success Committee ("Committee") prior to presenting to the Board.
- C. The president or Committee may recommend passage of the policy to the Board at a regularly scheduled Board meeting for consideration.
- D. During the policy development process, the President shall consider, and when necessary, solicit, the views and considerations of faculty and staff members, students, and the public.
- E. Board members may propose amendments to proposed policies at any time during the process. An amendment will not require that the proposed policy go through an additional reading unless the Board determines that the amendment needs further consideration, and an additional reading is warranted and necessary.
- F. In order for the proposed policy to be official, the proposed policy must be formally adopted by a majority of the Board members present at an official Board meeting with the Board's action being recorded in the Board's minutes. All policies or amendments are effective upon adoption, unless otherwise determined by the Board.



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Pages: 2 of 2

II. Adopting Administrative Procedures

Unless otherwise stated in a specific policy, the president is hereby authorized to develop and implement administrative procedures and rules that are in furtherance of and consistent with Board's policies.

Legal Reference: N.C.G.S. § 115D-20

June 13, 2023

September 24, 2025

N/A

Date Approved by Board of Trustees

Date of Last Review

Date of Last Revision