

NORTHWEST FLORIDA STATE COLLEGE
Policy Number 6Hx17-2.18

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| TITLE | POLICY ADOPTION GUIDELINES |
| REFERENCE | FS 120 |
| HISTORY | Local Language Revised May, 1996 |

Local Language

Policies shall be adopted in accordance with pertinent sections of Chapter 120, Florida Statutes and SBE Rules. The following principles shall serve as guidelines to the Board in consideration of recommended policies:

1. The President shall recommend, in writing, policies to be considered by the Board. Policy recommendations initiating from any and all sources shall be referred to the president for advice, counsel, and administrative recommendations prior to consideration by the Board.
2. Policies that are direct SBE Rules or Florida Statutes have previously been advertised; therefore, local advertisement is not necessary. These policies are taken to the Board for information and for Board acceptance as part of the Board Policy Manual. Policies that require changes in local language are presented for Board authorization to advertise for public response. The policies are advertised twenty-one (21) days prior to the next regularly scheduled meeting at which the policies are considered for adoption by the Board.
3. Policies shall be authorized for advertisement and recommended for adoption only after the Board has had access to all reasonably available pertinent facts and has determined to its own satisfaction how the policy will operate and what its effect will be.
4. Policies shall be formally approved or disapproved by vote of the Board.
5. Policy statements, upon adoption by the Board, shall be recorded and incorporated into the Board Policy Manual or its supplements, as appropriate.
6. Policy amendments shall follow these same guidelines.