



Northwest Florida State College

TITLE: POLICY ADOPTION GUIDELINES

AUTHORITY: FS 120

SEE ALSO: [Click here to enter text.](#)

DATE ADOPTED: [Click here to enter a date.](#)

NUMBER OF PAGES: 1

REVISIONS: 5/96; November, 2012

SIGNATURE OF BOARD SECRETARY:

PURPOSE OF POLICY

To document the process for the establishment and/or revision of Board Policy for the college.

Local Language

Policies will be adopted in accordance with pertinent sections of [Chapter 120, Florida Statutes](#). The following principles will serve as guidelines to the Board in consideration of recommended policies:

1. The President will recommend, in writing, policies to be considered by the Board. Policy recommendations initiating from any and all sources will be referred to the president for advice, counsel, and administrative recommendations prior to consideration by the Board.
2. Policies that are direct State Board of Education 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 will 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 will be formally approved or disapproved by vote of the Board.
5. Policy statements, upon adoption by the Board, will be recorded and incorporated into the Board Policy Manual or its supplements, as appropriate.
6. Policy revisions will follow these same guidelines.