



POLICY

Title: BOARD POLICY DEVELOPMENT, PROCEDURES, AND IMPLEMENTATION	Code: A0121
Authority: Wis. Stats. §§ 38.04(14), 38.12 (7); WI Administrative Code Chapter TCS 6; Board Minutes, 12/17/90; 2/17/98; 9/28/99; 9/24/02; 9/25/07, 12/19/17	Original Adoption: 12/17/90 Revised/ Reviewed: 11/10/17 Effective: 9/26/07

INTRODUCTION

The District Board reserves to itself the adoption, modification, and suspension of all written policies directing the operation of MATC, and codified in the MATC District Policy Manual. Toward that end, the District Board adopts the following guidelines and procedures for board policy development, adoption, and review.

PROCEDURES

- I. Proposals for new policies, or changes to existing policies, may be initiated in writing by any District Board member, student, employee, or administrator.
- II. A suggested new policy or change in an existing policy will be submitted to the District General Counsel who reviews it with the President. If approved, the following procedures are implemented:
 - A. The Office of the General Counsel initiates and supervises the procedural flow of board policy development. A log system is established to "track" the development and monitor the timelines for submission of drafts, reviews, revisions, and collaboration to prepare a board policy for presentation to the District Board:
 1. A title and number are assigned to the proposed policy.
 2. The policy is referred for draft preparation to the appropriate division head, who works in cooperation with the General Counsel to prepare a first draft and ensure timeline compliance.



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3. This preparation includes assigning draft research and writing to designated staff, who, in turn, will coordinate their efforts through the General Counsel and the division head. An initial draft will be prepared.
 4. The General Counsel will place the draft policy before the appropriate *ad hoc* committee for review and discussion. Any comments or suggested revisions made by the ad hoc committee will be reviewed for incorporation into the draft and returned to the General Counsel. Those policies that concern other committees' areas of responsibility may be simultaneously placed on their agendas for discussion purposes only.
 5. A revised draft will be completed by the General Counsel. The General Counsel will place the proposed revised policy on the agenda of the District Board for a first reading.
- III. Upon review by the District Board, the proposed policy is placed on the agenda of the District Board during the following month for a second or final reading and approval.
- IV. If approved by the District Board, the new policy will be published and distributed according to the district distribution procedures contained in appropriate MATC Administrative Regulations.

IMPLEMENTATION

Effective date: Unless a District Board policy is mandated by statute, Wisconsin Administrative Code, or the WTCS Board, it becomes effective the day following District Board approval. Those policies required by statute, Wisconsin Administrative Code, or the WTCS Board will become effective upon approval by the WTCS Board.



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POLICY DISSEMINATION

Policies are also available electronically on MATC's Web Site at:
<http://www.matc.edu/administration/policies.cfm>