I. ADOPTING AND AMENDING POLICIES.....1
II. ADOPTING ADMINISTRATIVE PROCEDURES.....2

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 & Procedure Manual.

I. ADOPTING AND AMENDING POLICIES

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

A. When directed by the Board, necessitated by changes to federal or state laws and regulations, determined necessary due to operational or management issues, or in the College's best interest, the President or the President's designee shall draft and propose new policies or provide amendments to current policies.

B. 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.

C. The President shall present the proposed policy to the Board through the committee determined most appropriate by the President.

D. Board members may propose amendments to proposed policies at any time during the process.

E. In order for the proposed policy to be official, the proposed policy must be formally adopted by a simple majority vote of the entire membership at an official Board meeting with the Board's action being recorded in the Board's minutes.

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 policies.

III. SHARED GOVERNANCE

Policy governance is the means by which the Board fulfills its responsibilities to the citizens of the College's service area. Governance is shared with the faculty and staff of the College through the following means:

- **Policy Suggestions:** Although only the trustees can establish policies by which the College is governed, any faculty member or other employee who perceives the need can suggest new policies or changes to existing policies. This can be accomplished through the administrative structure of the College or communicated directly to trustees through its procedures for establishing board agendas.
- **Planning & Committees:** The Board believes very strongly in sharing governance through the College's planning process. It is the intent of the Board for faculty and all other employees to be vitally involved in planning the necessary process for the short-term strategic functions of the College and its long-term direction. Matters for consideration by the full board are generally brought to the Board through its standing committees and they, in turn, rely strongly upon input from the standing committees of the College.
- **Academic Voice:** Faculty are expected to have an especially clear voice in the matter of curriculum and academic policy development.
- **Open Operations:** The Board, both in philosophy and fact, operates as an open body. All committee meetings and all Board meetings are open to those who wish to be informed or who desire to communicate with the Board, except for those circumstances that require a committee or the Board to consider a matter in executive sessions.

REFERENCES

Statutory References	N.C.G.S. §§ 115D-20
Regulatory References	None
Relevant Guidance	None
Policy Manual Cross-References	None

POLICY HISTORY

September 12, 2023	Adopted.
August 27, 2025	Renumbered to Policy 1.1.3 from Policy 1.5 for organizational clarity and consistency with organizational structure of other sections.
September 14, 2026	Amended to streamline policy adoption process by removing the requirements for first and second readings; policies may now be adopted by a simple majority vote of the entire membership of the Board. Rearranged Section I to better reflect sequence of policy development and adoption. Allowed for policy adoptions at any kind of meeting without the need for supermajority votes or special circumstances.