

RULE

Subject	Development of Rules, Procedures and Standard Operating Instructions	Number: 6HX14-1.05
Authority	F.S. 1001.64, 1001.65	Date: 02/18/04
History	1/18/84, 12/15/99	
Source	President	

The Board of Trustees is the legal governing body for the operation of the College and as such shall concern itself primarily with broad questions of policy rather than with administrative details. Rules adopted by the Board provide the basic direction for the operation of the institution and as such shall be carefully observed by all personnel. The application of rules is an administrative task to be performed by the President and his/her staff, who shall be held responsible for the effective administration and supervision of the College.

The Board shall delegate to the President the function of taking required actions and designing the detailed arrangements under which the College will be operated.

Such written and detailed arrangements shall constitute the procedures and standard operating instructions governing the College. The administrative procedures must be in every respect consistent with the rules adopted by the Board. The administrative procedures and standard operating instructions shall be designed to implement and support rules adopted by the Board.

In the absence of applicable rules, the President is authorized to establish necessary procedures, subject to confirmation and policy as required.

The College will inform the community and all College personnel of any new rules and changes or deletions to existing rules. Policy changes mandated by State Board of Education Rules shall be placed in the Rules Manual and personnel will be notified through normal channels. All other new rules and changes or deletions to existing rules will be handled according to statute and rule provisions.