

## **CH - PROCEDURES FOR CREATING, REVISING AND DELETING SUPERINTENDENT POLICIES AND REGULATIONS**

The following procedures shall apply to the creation, revision and deletion of policies and regulations that under policy governance do not require Board action (referenced herein as “superintendent policies and regulations”):

1. The draft new, revised or deleted policy/regulation shall be submitted to members of the superintendent’s Cabinet far enough in advance of the Cabinet meeting at which it is to be considered to allow the Cabinet members to review the draft and to solicit feedback/input from District employee and community stakeholders who may be affected by the policy/regulation.
2. The draft new, revised or deleted policy/regulation shall be considered by members of the Cabinet at a Cabinet meeting and either approved or sent back to the person or committee that submitted it with directions for further work. If sent back, the process described in steps 1 and 2 shall be repeated until the Cabinet approves the new or revised policy/regulation or the deletion.
3. The superintendent shall initial and date the final version of the new, revised or deleted policy/regulation to indicate that it was adopted in compliance with this policy. A copy of each adopted new, revised or deleted policy/regulation, initialed and dated by the superintendent, shall be maintained by the assistant to the superintendent/board secretary.
4. Legal and policy counsel or his/her designee shall ensure that the District website properly reflects the adopted new, revised or deleted policy/regulation in electronic form. Each policy/regulation on the District website shall include a listing of the date(s) it was created and/or revised by the superintendent, which shall correspond to the date(s) the superintendent initialed the policy/regulation.
5. The superintendent shall provide copies of each adopted new, revised or deleted policy/regulation to the Board as an informational item.
6. The superintendent shall consult with the Cabinet to determine which District administrators will be responsible for communicating the adopted new, revised or deleted policy/regulation to District employee and community stakeholders who may be affected by the policy/regulation and/or who may be required to implement it.

Adopted by Superintendent: October 16, 2006

Revised by Superintendent: December 10, 2012