

## POLICIES AND PROCEDURES COMMITTEE

The College will have in place each academic year a Policies and Procedures Committee. This committee operates as a committee of the College for the development, review and revision of all codified policies and procedures, with the exception of the 7000 Series policies and procedures, and as noted below. The Board of Trustees approves all codified policies and procedures and reserves the right to adopt or change codified policies and procedures without participation by the Policies and Procedures Committee.

See following pages for procedure.

Adopted July, 1974  
Adopted January 26, 1978  
Adopted January, 1986  
Adopted December 17, 1987  
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## POLICIES AND PROCEDURES COMMITTEE

The Policies and Procedures Committee develops, reviews and revises all codified policies and procedures, with the exception of the 7000 Series policies and procedures and other policies and procedures developed or revised by the Board of Trustees. Its membership, authority and operating procedure is described below.

### Membership

<b>OCCUPATIONAL ACTIVITY</b>		
NAME	CATEGORY	APPOINTED BY
One	Administrative	President
One	Professional	WWCC Senate
Three	Instructional	WWCC Senate
Two	Clerical/Secretarial	Paraprofessional Assoc.
One	Service/Maintenance	Paraprofessional Assoc.
One	Technical/Skilled Craft	Paraprofessional Assoc.
One	Student	ASG

Appointments must be made by September 15<sup>th</sup> of each year and shall be for a two year term. In the event an Occupational Activity category cannot be filled, the WWCC Senate or the Paraprofessional Association may appoint a substitute.

### Chairperson

The committee shall elect a chairperson at the first meeting in September. The chairperson presides at all meetings of the committee and primarily serves as a facilitator in meetings and as a spokesperson and liaison for the committee.

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### Authority

The committee serves in an advisory capacity to the President and all recommendations shall be submitted to the President. In the event the President fails to act on a committee recommendation within sixty (60) calendar days after receiving same, or responds negatively, the committee chairperson shall, upon majority vote of the committee, submit the proposed policy recommendation directly to the Board of Trustees.

### Meetings

The committee shall meet at the call of the chairperson. At least one regular meeting each month during the academic year (September through May) shall be held. Additional meetings may be called by the chairperson with the concurrence of the committee.

### Records

A College staff member shall attend all committee meetings. This individual shall keep an official record of committee proceedings, copies of policies and procedures, transmittal forms and other records as deemed necessary. It shall also be the duty of this individual to keep updated the official policies and procedures manual of the College.

### Voting

In order for a policy and/or procedure to receive a positive recommendation, a majority of the committee must vote in the affirmative. Minority or majority written statements may be affixed to the transmittal sheet. The chairperson shall not vote unless there is a tie vote or his/her vote will change the outcome of the vote.

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