

ADMINISTRATIVE RULES AND REGULATIONS

BH  
(LOCAL)

**Development**

The District President and administrative staff shall be responsible for developing and enforcing procedures for the operation of the College District. These procedures shall constitute the administrative regulations of the College District and shall consist of guidelines, handbooks, manuals, forms, and any other documents defining standard operating procedures.

The District President or designee shall ensure that administrative regulations are kept up to date and are consistent with Board policy. The District President or designee shall resolve any discrepancies among conflicting administrative regulations. In case of conflict between administrative regulations and policy, policy shall prevail.

**No Board Action**

Administrative regulations are available for Board review but do not require Board adoption.

**Availability**

All administrative regulations shall be made accessible to staff, students, and the public as required by law or Board policy.