

## **Governing Board Policy Adoption, Revision, and Maintenance**

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**Policy Number:** 4.1

**Section:** Section 4 – Policy Development & Review

**Adopted Date:** 01/27/2026

**Effective Date:** 01/27/2026

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### **Purpose**

The purpose of this policy is to delineate the process, roles, and responsibilities for adoption, revision, and maintenance of Maricopa County Community College District (MCCCD) Governing Board Policies.

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### **Scope**

This policy applies to all policies approved and adopted by the MCCCD Governing Board and any proposed policies seeking Governing Board approval.

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### **Definitions**

- **Policy:** A general written document that establishes a standard by which the Maricopa County Community College District manages its affairs. This written statement mandates, specifies, or promotes conduct that enhances MCCCD's mission, ensures coordinated compliance with applicable laws and regulations, promotes operational efficiency, and/or reduces institutional risk.
- **Responsible Agent:** A person assigned the authority and duty to represent a policy or other item of business before the MCCCD Governing Board or place the

matter on the public board meeting agenda under the supervision of an executive sponsor.

- Shared Governance Council: One of multiple standing bodies tasked with advancing and carrying out Shared Governance.
  - Shared Governance Executive Council: A standing body composed of certain executives and leaders that acts as an intermediary, providing guidance and recommendations to the Chancellor and facilitating cross-council collaboration.
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## Policy Statement

The Governing Board has final authority for all MCCCCD Board Policies.

Policies adopted by the MCCCCD Governing Board will conform to the approved framework incorporated into this policy and available on the policy website. The framework may be revised, as necessary, through the process of adopting or repealing policies.

Governing Board policies shall adhere to all applicable federal, state, and county laws and regulations.

Governing Board policies shall be the highest authority on how MCCCCD carries out its duties and operations, and all Administrative Regulations are subordinate and shall align to Governing Board policies. As part of the policy adoption, revision, or repeal process, the Governing Board has the authority to enact revisions to or repeal existing Administrative Regulations to ensure conformity with Governing Board policies.

The Office of General Counsel in collaboration with the appropriate Shared Governance Council is directed to create an Administrative Regulation to define the implementing rules for adoption and revision of Governing Board policies.

### A. Policy Adoption and Revision

The Administrative Regulation setting forth the District procedure for adopting or revising a board policy shall include the following:

- Identification of a policy need (or policy revision need) by a responsible agent at the business unit, division, or college;

- The responsible agent that leads the development of a policy (or policy revision) conforming to the MCCCCD Editorial Style Guide;
- Review and certification of the proposed policy (or policy revision) by the Office of General Counsel (OGC);
- Review and approval by the categorically-aligned Shared Governance Council (SGC);
- Review and approval by the Shared Governance Executive Council (SGEC);
- Agendize the proposed policy for a first read by the MCCCCD Governing Board;
- Agendize the proposed policy for a second read and adoption by the MCCCCD Governing Board.
- The Residential Faculty Agreement will be exempted from the standard procedure for adopting or revising a board policy.

## B. Policy Maintenance

Policies are reviewed every three years, or more frequently:

- When warranted by changes to applicable statutory or regulatory authority;
- If a deficiency or necessary change is identified by an executive sponsor, SGC, or the SGEC;
- At the direction of the Governing Board.

Technical changes to policies in order to maintain current and accurate terminology or to eliminate obsolete language may be made through an administrative process rather than readoption by the Board, as long as such changes do not alter the substantive context of the policy.

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## Responsibilities

<b>Role or Office</b>	<b>Responsibility</b>
Governing Board	Approves and adopts and policies
Office of General Counsel	Reviews and certifies policy

Shared Governance Councils	Reviews and approves categorically-aligned policy
Shared Governance Executive Council	Reviews and approves policy

### Cross Reference(s)

None.

### Legal Reference(s)

None.

## Policy History and References

**Frequency of Review:** Every three years

Review Date(s)	Responsible Division	Revised Date(s)
	Department of Compliance and Risk Management	