Guidelines For Proposing Policies Of The Board Of Governors And Regulations And Guidelines By The President

On Friday, September 14, 2001, the Board of Governors approved the Adoption of the Policy Manual, Rescission of Prior Policies and Promulgation of Policies. Several inquiries about assigning numbers and drafting transmittal letters prompts this proposed step-by-step guidelines to facilitate this process.

This is a draft document for discussion at the Cabinet meeting.

A. Procedure for adoption or amendment of policies

1. Staff of the standing or special committee will draft policy language that "should articulate in a concise manner the official statement of the board on issues it deems important to the governance of the University." BOG Policy 100.2(1)(a). The vice president of the division should approve the draft policy before it is submitted to the appropriate standing or special committee to the board for adoption. The General Counsel will assign an outline number before the policy is presented to the board committee or during the 28-day waiting period.

2. Discussion of the policy at the standing or special committee of the board should include an explanation from the staff about the policy's interpretation, implementation, effective date and time limits.

3. Before the board adopts, amends, or repeals a policy, the standing or special committee must make a public announcement of the proposed action either at a prior meeting of the board or at least 28 days prior to the meeting at which action on the policy is recommended to occur. BOG Policy 100.2(2)(a).

4. Once the board adopts the policy and the General Counsel assigns an outline of the number, the Secretary of the University will incorporate the policy into the electronic version *Policy Manual*.

5. The vice president of the division that drafted the policy will provide an original of the adopted version of the policy and any accompanying regulations and guidelines to the Secretary of the University for the permanent record and for distribution pursuant to BOG policy 100.2(2)(c). These should be provided in both electronic and paper versions. The pertinent vice president should identify any additional parties that should receive this information to the Secretary of the University.

6. The Secretary will prepare the transmittal letter and distribute it in accordance with BOG Policy 100.2(2)(c). Administrative Memoranda and Administrative Memoranda numbers will not be used.

7. Transmittal letters will inform University officials and the public of new or amended policies, regulations or guidelines. Transmittal letters will not define, interpret or discuss the policy or relevant dates. They will inform of the adoption of the policy and identify a contact person for comments or questions.

8. Transmittal letters will contain sequential numbering and cross-reference the pertinent policy and regulation and/or guidelines.

B. Procedure for adoption of regulations and guidelines

1. Regulations, which are requirements, and guidelines, which are issued for assistance, may be issued by the President on the President's initiative or on the recommendation of a vice president. If the regulation or guidelines are recommendations of a vice president, the President's cabinet must have the opportunity to review and comment on the document before it is issued.

2. Regulations and guidelines may not be designated as a "policy," "policies," or "procedures."

3. In most cases, staff should prepare the guidelines and/or regulations related to a policy, if any, after the initial presentation of the policy to the board committee that is considering it but before the policy is finally adopted. These regulations or guidelines should include:

a. Any forms that are to be filed pursuant to the policy;

b. Any implementation timeline to be followed;

c. Applicable definitions;

d. Processes and procedural information.

4. Regulations and guidelines are not approved by the Board of Governors. However feedback from the Board or others after the initial presentation of the policy may provide guidance that is useful in drafting regulations or guidelines.

5. Regulations or guidelines not related to a policy should specify the definition of terms, implementation dates, forms to be used, time limits (if applicable), and effective dates.

6. Regulations and guidelines must be dated and signed by the President. After that the General Counsel will assign an outline number for incorporating the regulation or guideline into the *Policy Manual*.

7. The President or Vice President responsible for preparing the regulation or guideline shall:

a. Prepare a transmittal letter,

b. Obtain a sequential transmittal number from the Secretary of the University,

c. Distribute the transmittal letter and attached regulation or guidelines to the vice presidents, the chancellors, and any other parties designated by the President. If, however, the guidelines or regulation is to be distributed simultaneously with the policy it relates to, this distribution will be done by the Secretary to the University, using a single transmittal letter, pursuant to paragraph A.6 above.

8. The President or Vice President who prepared the regulation or guideline shall forward the signed and dated original, an electronic version of it and a copy of the transmittal letter to the Secretary of the University.

9. The Secretary, in consultation with the General Counsel, will update the electronic version of the *Policy Manual* regularly to include new or modified regulations and guidelines.

10. Administrative Memoranda and the accompanying numbering system will no longer be used.