

BOARD RULES MANUAL

Introduction

Board rules set broad policy for Lake-Sumter State College based on Florida statute, State Board of Education rule, or other authority governing Florida College System policies.

Board rules must remain current, and as circumstances change will need to be created, modified, or repealed. The final authority to approve the creation, modification, or repeal of a board rule is the District Board of Trustees of Lake-Sumter State College.

Modifications to the Board Rules Manual

The process is consistent for each type of change to a Board Rule including creating, modifying, or repealing a Board Rule.

- A. Changes of any type must be proposed by a member of the District Board of Trustees, the President, or one of the Vice Presidents.
- B. The proposed change must be submitted to the President's Cabinet for inclusion in the next regularly scheduled meeting agenda. The President will recommend approval of the proposed change to the District Board of Trustees (DBOT), or will table the proposed change pending required changes, or will choose not to recommend the proposed change to the DBOT. When the President recommends approval, the proposed change will be included in the next DBOT agenda.
- C. Each proposed change will have two readings by the DBOT.
 1. First Reading: The President or the appropriate Vice President will present the proposed change to the DBOT where the change will be discussed. DBOT members are encouraged to review the change between the first and second reading to ensure full consideration of the impact of the proposed change. The author of the change is encouraged to make any necessary adjustments before the second reading. No action is taken by the DBOT at the first reading.
 2. Second Reading: The President or the appropriate Vice President will present the proposed change to the DBOT where the change will be considered. The presentation will note any changes made between the first and second reading. At the second reading, the DBOT will move to approve the proposed change, to table the proposal pending modification, or not to approve the proposed change. If a proposed change is tabled by

the DBOT, the author of the proposed change must take one of two courses of action.

- a. Withdraw the proposed change without prejudice verbally at the DBOT meeting or in writing to the College President.
- b. Make the necessary changes and contact the College President to include the proposed change on an agenda no later than the second meeting after the proposed change was tabled.

Proposed changes that are tabled and not withdrawn, will be considered withdrawn at the third DBOT meeting following an action to table the proposed change.

- D. Changes approved by the DBOT will be incorporated into the Board Rules Manual.