



## Governance Policy

This document is the parent policy for any College procedures or regulations. Questions regarding this policy are to be directed to the identified Policy Administrator.

**Policy Statement:**

The Board of Governors will govern and provide leadership to Northern Lakes College through the formulation, evaluation and approval of College policies. The Board delegates the responsibility for administering these policies to the President, and shall hold the President accountable for such administration. The President shall approve such procedures, regulations other instruments as may be necessary.

<b>Sponsor:</b>	Governance
<b>Policy Owner:</b>	Board of Governors
<b>Policy Administrator:</b>	Executive Assistant, Board of Governors
<b>Approved By:</b>	Board of Governors
<b>Approval Date:</b>	May 21, 2020
<b>Effective Date:</b>	May 21, 2020

<b>Objective:</b>	The development, approval, implementation, and review of policies in effect at the College are critical to maintaining proper direction and operations. This policy will ensure that the creation and implementation of College policy involves consultations and opportunities for feedback or recommendation by affected stakeholders.
<b>Guidelines:</b>	<p>1. Development, Amendment, or Rescindment:</p> <ul style="list-style-type: none"> <li>A. New policies developed will receive three readings. <ul style="list-style-type: none"> <li>i. First and second reading may be given at one Board or Governors’ meeting by majority vote; however, the Board of Governors may elect to conduct third reading during the same meeting as the first and second reading under exceptional circumstances. This must occur by a motion passed unanimously.</li> <li>ii. The third reading shall be the final reading. The day the third and final reading is complete, shall be the day the policy becomes effective, unless another date is stipulated by the Board of Governors and recorded in by motion. Policies may be amended or rescinded by majority consent at any meeting.</li> </ul> </li> <li>B. Policies requiring amendment require one reading should there be no substantive changes required.</li> <li>C. Draft policies will be distributed to stakeholders for comment and recommendations. <ul style="list-style-type: none"> <li>i. Draft policies will be distributed to stakeholders prior to the first or second readings.</li> <li>ii. The Board of Governors may defer a reading if it is deemed beneficial to obtain additional information.</li> <li>iii. Typical College stakeholders include, but are not limited to: Council of</li> </ul> </li> </ul>

	<p>Community Education Committees, Students' Association Council, Faculty Association, Staff Association, Academic Council, and the Senior Leadership Team.</p> <p>2. Review: The Board of Governors will review policies at least once every five years. All policies will remain in effect until superseded or otherwise cancelled.</p> <p>3. Implementation: The President will be responsible for the implementation of College policy and will delegate that responsibility as is appropriate.</p> <p>4. Policy Content and Format: A. A policy may include guidelines to assist management in interpreting a policy or discretionary decision-making.</p>
<b>Definitions:</b>	A <i>policy</i> is a general statement of values and beliefs, which provides long-range leadership to the College.

<b>Related Northern Lakes College Documents:</b>	Governance – Policies, Procedures, Regulations, Terms of Reference and Forms Procedure
<b>Related External Information:</b>	N/A
<b>Stakeholders Consulted:</b>	Senior Leadership Team: Feb 6, 2018 Senior Management Team: Dec 9, 2003; Nov 25, 2008
<b>Next Review Date:</b>	May 21, 2025
<b>Revision History:</b>	February 2004: New December 2008 March 19, 2013 May 24, 2018 February 24, 2020: New template May 21, 2020: Merge of Development of College Policy and reaffirmation