### Policy Development Process

**AUTHORITY:** Florida Statute: 1001.64, 1001.65  
Florida Administrative Code: 6A-14.0247

**REVISION DATE(S):**

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Policies may be generated by any of the following processes:

1. The Coordinating Committee shall review proposed additions, revisions, or deletions to the Policy Manual before recommendation to the Board of Trustees. Responsibility may be assigned to the appropriate standing or ad hoc committee; however, when external authorities direct the College to develop, revise, or amend policy (e.g., Federal Law, Florida Statutes, State Board of Community College Rules), the President and Executive Team shall be responsible for amending policy to comply with law.

2. All proposed additions, revisions, or deletions over which no standing committee has jurisdiction shall be submitted to the appropriate Vice President for consideration. Approved additions, revisions, or deletions shall be forwarded to the Coordinating Committee, which shall transmit them to the Faculty Senate Steering Committee and Classified Staff Steering Committee for comment prior to review by the Board.

3. Policies approved through the committee structure by standing committees and forwarded to the Coordinating Committee shall be submitted to the President. The Board of Trustees will consider recommendations made by the President.

4. If the President finds that an immediate danger to the public health, safety, or welfare requires emergency action, the President may develop any rule necessitated by the circumstances and necessary to protect the public interest, subject to the following provisions:

   a. The rule provides the procedural protection given by other statutes, the Florida Constitution, or the United States Constitution;
b. The President takes only that action necessary to protect the public interest under the emergency rule;

c. Such rule shall be ratified at the next meeting of the Board of Trustees.

An emergency rule adopted under this subsection may not be effective for a period longer than ninety days and may be renewed and/or become permanent upon recommendation of the President and approval of the Board of Trustees.