

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 1011

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PROCEDURE TITLE: Procedures for Submitting Recommendations to the District Board of Trustees

STATUTORY REFERENCE: FLORIDA STATUTE 1001.64

BASED ON POLICY: I-1 Administration and Organization of Miami Dade College
Policy Manual Approval

EFFECTIVE DATE: May 10, 1971

LAST REVISION DATE: November 8, 2005

LAST REVIEW DATE: November 8, 2005

I. PURPOSE

To establish procedures for submitting recommendations to the District Board of Trustees.

II. PROCEDURE

- A. The College President will establish Calendar of Meeting, deadlines for submitting Board items and designate individual responsible for receiving electronic Board items.
- B. All recommended Board items should be submitted on the District Board of Trustees template to the designated individual electronically. All Board items will be reviewed by the College President, as Secretary to the District Board of Trustees, to be included in the agenda for the Monthly Board meeting.
- C. The following format should be used in submitting Board items electronically:

1. Subject

The subject should clearly identify the content of the policy.


2. Rationale

A concise statement of justification should be given.

Recommendation

This portion of the form should be couched in language that would permit the Board members to determine the recommended action (unless the District Board of Trustees modifies the item when taking action).

3. The Board Secretary will complete the top and lower portion of each Board item, which reflects the date and action of the District Board of Trustees.
4. In the event a recommendation exceeds one page, the last page of the recommendation would contain the action of the District Board of Trustees.

	
	11/8/05
PRESIDENT	DATE