

ADMINISTRATIVE PROCEDURE MANUAL		
SECTION TITLE	NUMBER	PAGE
BOARD RULE DEVELOPMENT AND ADOPTION	01-0201	2 OF 2
BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7-1.5 District Board of Trustees – Organization and Operation	October 18, 2023	

Purpose

The purpose of this procedure is to affirm that the District Board of Trustees (DBOT/ “Board”) has the authority and responsibility to establish rules and standards as deemed appropriate for the efficient operation of Florida State College at Jacksonville (FSCJ/ “College”). The Board’s rules are intended to supplement Florida statutes and rules of the State Board and shall be developed in accordance with the procedures outlined herein.

Procedure

A. Rule Development

1. Rules developed for the operation of the College are contained in the Florida State College at Jacksonville Board Rules Manual. The Board’s rules shall be developed and indexed in accordance with the procedures presented herein.
2. The Board shall adopt rules and standards based upon the advice, counsel and recommendation of the College President. The development of these recommendations is the responsibility of each administrative unit within the College. The administrator over each functional area will ensure that Board rules addressing their area of responsibility are current and in accordance with applicable State statutes and State Board Rules.
3. Each recommendation for the adoption, modification or deletion of a Board Rule shall be prepared and processed in accordance with the procedures presented herein. The recommendation may be accompanied by implementing procedures for inclusion in the Administrative Procedures Manual, as appropriate.

B. Rule Adoption

1. The DBOT has the authority and duty to determine and adopt such rules and minimum standards as deemed appropriate to meet its responsibilities as defined by Florida Statute and State Board Rule. The Board’s rules shall be adopted in accordance with the applicable provisions of the Administrative Procedures Act (APA) as presented in Chapter 120 of the Florida Statutes.
2. The APA requires that all rules or standards adopted by an educational unit within the State be indexed, in accordance with uniform indexing procedures developed by the Department of State. In furtherance thereof, the following procedure shall be utilized in numbering (indexing) all Board Rules adopted for the operation of Florida State College at Jacksonville (FSCJ):
 - a. All rules for the DBOT of FSCJ shall include the prefix "6Hx7."
 - b. The prefix number (6Hx7) will be followed by a dash (-) and a section number. The section number is utilized to subdivide the manual into logical divisions by area of operation.

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- c. The section number of a Board Rule will always be followed by a period (.) and an article number to subdivide the major section as appropriate.
 - d. Further subdivision of Board Rules shall follow a standard outline format of (1), A, 1., as appropriate.
 - e. The indexing format shall appear on the printed rule in accordance with the following general guidelines:
 - i. The rule, section and article numbers e.g. (6Hx7-1.1), a descriptive title and page number shall precede the text of each Board Rule. This information shall be at the top of each page of the rule.
3. The Records Management Program Coordinator/Office of General Counsel shall be the file of record for Board Rules. The Records Management Program Coordinator has the responsibility for the maintenance of the original Board Rules Manual and questions relating to the numbering of proposed rules should be directed to that office. Further, that office has the responsibility of seeing that changes to this manual are posted to the College website on a timely basis. The Office of the Agency Head has the responsibility to provide rule changes to official rule holders in a timely manner.

REFERENCES: F.S. Chapter 120, 1001.64, 1001.65

Adopted Date: November 2, 1987
 Revision Date: October 4, 2011, March 3, 2015, October 18, 2023