

POLICY FORMULATION AND REVIEW

I. Procedure

A. New Policies

1. The Western Dakota Tech (WDT) Policy Committee will review each proposed policy during at least one meeting.
2. The WDT Policy Committee will forward to the WDT Cabinet policies recommended for approval.
3. The WDT Cabinet will review each proposed policy during at least one meeting before voting to approve forward to the WDT President. The WDT Cabinet may elect to send policies back to the WDT Policy Committee with recommended revisions or make changes to the proposed policy. The WDT Cabinet will forward to the WDT President policies recommended for approval.
4. The WDT President may elect to send policies back to the WDT Cabinet and/or the WDT Policy Committee with recommended revisions. The WDT President will forward policies recommended for approval to the local governing Board.
5. The local governing Board will review each policy proposal during at least one meeting before voting to approve or not approve. The Board may elect to have additional readings as necessary. The Board may elect to send policies back to the WDT President, WDT Cabinet, and/or the WDT Policy Committee with recommended revisions.
6. Approved policies will be effective on the date recommended by the WDT Policy Committee.

B. Policy Reviews

1. The WDT Policy Committee will review all policies at least once every two years. The Committee may review policies sooner if it determines a need to do so.
2. Minor revisions of current policies that do not change the intent of a policy and non-substantive changes will be approved after review and recommendations for approval by the WDT Policy Committee, one reading and approval by the WDT Cabinet, and approval by the WDT President.
3. Revisions not deemed as minor or non-substantive changes require the same approval process as new policies.

II. Definitions - none

Legal References: None