

ELIZABETH CITY STATE UNIVERSITY
Guidelines for Proposing Policy Actions to the Board of Trustees and
Issuance of Regulations and Guidelines by the Chancellor

These guidelines are issued by the Chancellor to facilitate the procedure for proposing policy actions to the Board of Trustees or their designee and to set forth the manner in which university regulations and guidelines are established. Under these guidelines, policy statement refers to a proposed official statement on matters deemed significant to the governance of Elizabeth City State University (ECSU).

A. Procedure for proposing policy actions to the Board of Trustees

1. Generally, policy actions originate on the recommendation of a vice chancellor or other senior administrative officer and may involve new policy statements, amendments to policy statements or repeal of policy statements. The vice chancellor or senior administrative officer who recommends a policy statement is responsible for drafting concise policy language and submitting it to the appropriate standing committee of the Board of Trustees. The Administrative Council must have an opportunity to make recommendations on a proposed policy statement before it is submitted to a standing committee of the Board of Trustees and to the full Board for adoption. The Vice Chancellor for Operations & General Counsel will assign each new policy statement an outline number after it is adopted by the Board of Trustees.
2. Presentation of policy actions to a standing committee of the Board of Trustees is to include, at a minimum, the rationale, proposed implementation, proposed effective date and time limits if applicable.
3. Before the Board of Trustees adopts, amends or repeals a policy, the standing committee must make a public announcement of its recommendation on the policy.
4. If the Board of Trustees delegates its authority to approve, amend, or discontinue policies to the Chancellor, recommendations must be submitted to the Chancellor for those actions by the Administrative Council. The presentation of policy actions should include, to the extent possible, the rationale, proposed implementation, proposed effective date and time limits.
5. Once the Board of Trustees adopts a policy, the Vice Chancellor for Operations & General Counsel will take necessary steps to have the policy incorporated into ECSU's *Policy and Procedures Manual*.
6. The vice chancellor or senior administrative officer who drafts a proposed policy statement or policy amendment must provide an original of the adopted version of the

policy statement and any accompanying regulations and guidelines to the Assistant Secretary of the Board of Trustees for the permanent record and to the Vice Chancellor for Operations & General Counsel for distribution, in both electronic and paper form.

7. The Vice Chancellor for Operations & General Counsel will prepare transmittal memorandums and distribute all policies and repeal notices.
8. Transmittal memorandums will inform ECSU officials of new, amended or repealed policies, regulations or guidelines.

B. Procedure for issuance of regulations and guidelines

1. Regulations, which are requirements, and guidelines, which provide assistance, may be issued by the Chancellor on the Chancellor's initiative or on the recommendation of a vice chancellor or senior administrative officer.
 - a. Regulations or Guidelines Issued on Chancellor's Initiative:
If regulations or guidelines are to be issued on the Chancellor's initiative, the Administrative Council may, in the exercise of the Chancellor's discretion, be granted an opportunity to review and comment before issuance.
 - b. Regulations or Guidelines Issued on Recommendation of a Vice Chancellor or Senior Administrative Officer:
If regulations or guidelines are to be issued on the recommendation of a vice chancellor or senior administrative officer, the Administrative Council shall be granted an opportunity to review and comment before issuance.
2. Regulations and guidelines may not be designated by the terms "policy" or "policies".
3. In most cases, a vice chancellor or senior administrative officer should prepare the guidelines and/or regulations related to a policy, if any, for submission to the Board of Trustees before a policy is finally adopted. These regulations or guidelines should include:
 - a. Any forms that are to be filed pursuant to the policy;
 - b. Any implementation timeline to be followed;
 - c. Applicable definitions;
 - d. Processes and procedural information.
4. Regulations and guidelines are not adopted by the Board of Trustees.
5. Regulations or guidelines not related to a policy must specify: the definition of terms; implementation dates; forms to be used; time limits (if applicable) and effective dates.

6. Regulations and guidelines must include the effective date. After issuance, the Vice Chancellor for Operations & General Counsel will assign an outline number to incorporate the regulations or guidelines into ECSU's *Policy and Procedures Manual*.
7. The Vice Chancellor for Operations & General Counsel will take necessary steps to update ECSU's *Policy and Procedures Manual* quarterly to include new, amended or repealed policies, regulations and guidelines. The Vice Chancellor for Operations & General Counsel will also take necessary steps to announce the updates to the university community, if applicable.