



## CNU POLICY AND PROCEDURES COMMITTEE

### BY-LAWS

#### I. PURPOSE

These by-laws define the organization, purpose, scope, and procedures for policy approval at California Northstate University.

#### II. SCOPE/COVERAGE

This policy applies to the approval process for university and college level policies as well as CNU university college and committee by-laws. University and college policies are listed in Addendum A.

#### III. POLICY STATEMENT

Much of the administrative work at CNSU is accomplished through the efforts of university and college offices and committees. The CNU Policies and Procedures Committee (P & P) develops, reviews, and recommends policies and procedures that guide the university in executing its duties in a consistent, organized, ethical, and legal manner. The P&P is charged to:

- A. Document policies and procedures for the University when new structures or functions arise.
- B. Review existing policies and procedures and update them to reflect current structures and functions of the University as they change.
- C. Ensure that college level policies comply with parallel university level policies.
- D. Ensure retention of current policies and procedures in electronic formats and on the University website.
- E. Review, analyze and recommend for approval all new policies developed by the colleges.

#### IV. PROCEDURES

- A. The President and/or PEC may recommend that P & P develop new policies or by-laws. In this case, the policy will originate with P&P.
- B. Colleges or administrative units will review policies at their level as scheduled and forward the revised policies to P&P. If a college or unit reviews a policy and there are no changes to the policy, then P&P will forward the policy to PEC without further deliberation.
- C. If a college or unit makes revisions to a policy, the policy will be reviewed by P&P. If P&P recommends major additions or changes to the policy, it will be sent back to the originator for

revision. If P&P makes minor edits to the policy revision, the policy will be forwarded to General Counsel.

- D. General Counsel may make further revisions to a policy based on legal requirements and/or advisement. Following GC review, the policy is forwarded to PEC.
- E. PEC reviews and may make additions and/or revisions to a policy.
- F. Following PEC review, a policy will be forwarded to the Board of Trustees for review if the policy involves academic or student issues. The Board of Trustees may request further additions or revisions, in which case, the policy is referred back to P&P to be finalized.
- G. If the policy does not involve academic or student issues, the policy is finalized with PEC review.
- H. Once a policy has been finalized either by the Board of Trustees or PEC, it is forwarded to the President's Office, where it is time-stamped and signed by the President. A WORD version of the policy is placed in the confidential policy Share Point, and a PDF version is placed in the Share Point Policy folder.
- I. New policies and policy revisions are placed on the University website for OIEA under Policies and Procedures.

#### **V. POLICY AND PROCEDURES COMMITTEE MEMBERSHIP**

- A. The chair of the Policy and Procedures Committee is appointed by the President.
- B. Committee will be composed of no less than nine (9) members. Committee members are appointed by the college deans and the VPs for Academic Affairs, Director of HR, General Counsel and Registrar units.
- C. A quorum shall consist of 50% plus one (1) of the membership.
- D. Approval of policies requires an affirmative vote of the majority.
- E. The term of committee service shall be three (3) years with a possible renewal.
- F. The Policy and Procedures Committee meets regularly depending on the number of policies scheduled for review. The Committee should meet no less than once a month.