

**General Guidelines for Interpretation
of the
Technical College System of Georgia
State Board Policy Manual**

In all interpretations of policies and procedures, the reader shall look diligently for the intention of the State Board, keeping in view, at all times, the State Board's express intention to comply with all state and federal laws. When a conflict exists between Board policy and state or federal law, the law shall prevail. When a conflict exists between a Board policy and a procedure, the State Board policy shall prevail.

Except as otherwise provided by time period computations specifically stated in policy, procedure, or law, when a period of time measured in days, weeks, months, years, or other measurements of time is prescribed for the exercise of any privilege or the discharge of any duty, the first day shall not be counted but the last day shall be counted; and, if the last day falls on Saturday or Sunday, the party having such privilege or duty shall have through the following Monday to exercise the privilege or to discharge the duty. When the last day prescribed for such action falls on a public and legal holiday as provided by policy, procedure, or law, the party having the privilege or duty shall have through the next business day to exercise the privilege or to discharge the duty.

The masculine gender includes the feminine and the neuter.

The present or past tense includes the future.

Grammatical errors shall not vitiate a policy or procedure. A transposition of words and clauses may be resorted to when a sentence or clause is without meaning as written.

Substantial compliance with any policy or procedure requirement, especially on the part of public officers and employees, shall be deemed and held sufficient, and no proceeding shall be declared void for lack of strict compliance, unless expressly so provided by law.