

8010
POLICY MAKING PROCEDURES
(approved 11/98; 5/12; 9/17; 9/20)

SECTION 1 PURPOSE: It is the responsibility of the board of directors to set policy which guides the growth and operation of the corporation. Such policy shall be recorded in a manual for use in supporting day-to-day decisions and actions.

EXCEPTION: Should time or an emergency be a factor in taking action in an area in which no policy exists, the board of directors shall have the authority to make a decision whether or not to respond. Such a decision shall be followed by policy creation in that domain.

SECTION 2 PROCEDURES: (A) Policy creation shall be the responsibility of the policy committee of the board of directors. This committee shall consist of the executive director and the past president who shall chair the committee.

(B) Whenever a new or revised policy is required, the board shall direct this committee to create a draft for board review.

(C) The draft of the proposal shall be submitted to the board at its next scheduled meeting for final approval.

(D) The approved policy shall be placed in the policy manual.