

## Ideas for Policy Committee Procedure for policy development and approval.

1. Policy Committee review the Policy & Procedure and determine if they want to select a template included in the book for policy development. (This would help to create a cohesive and structured policy handbook and/or policies. (depending on what type of policy is in development)
2. Policy Committee review options (presented by full board) and select 1-3 policies on which to work.
3. Select Ad Hoc Committees.
4. Committees ask the Policy Committee liaison for suggestions regarding which Staff member(s) would be the best individual with whom to work for each policy.
5. Committee Chairperson or Committee Liaison talks with the General Manager seeking permission to work with the suggested staff member(s).
6. Committee Chairperson informs the full board on the selection of the policies for development. Also provide regular updates to the full board as progress is made. Provide an estimation of timing for the full Board's consideration.
7. Schedule a meeting with the staff member and Ad Hoc Committee. (Inform staff member of needed materials in advance of the meeting.)
8. Hold meeting, select a lead for the Ad Hoc committee, and review materials. Set a meeting schedule and agenda for development process of policy.
9. Provide updates to the full Committee as progress is made.
10. Committee Chairperson advises the full Board during each board meeting on the progress of the Policy development.
11. If necessary, ask for additional materials and/or support.
12. Take the draft Policy to the full Committee with the Ad Hoc recommendation.
13. Ad-Hoc Committee Lead person, works with the Committee Chairperson and liaison or District Clerk or Deputy Clerk to place the item on the Policy Committee agenda for review. Provide the draft Policy for inclusion on the agenda.
14. Committee lead makes any full Committee changes and hands off to Committee Chairperson.
15. Chairperson works with Board President, and GM followed by working with the District Clerk (DC) or Deputy District Clerk (DDC) to place revised Policy on the full Board's next agenda for adoption.
16. Chairperson or Committee Lead person attends board meeting and provides the report and recommendation to the board with the Committee's recommendation.
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