



Policy # 10: Policy Management

As Board policies form the core of the UBCSS board governance system, this policy describes the actions required for effective policy management.

ADOPTION OF POLICY

Adoption of new policies or the amendment or repeal of existing policies is solely the responsibility of the Board. Policies will be adopted, amended or repealed only upon the affirmative vote of a majority of the members of the Board and only when such action has been scheduled on the agenda of a regular monthly meeting of the Board.

In considering the adoption, amendment, or repeal of policies, the Board will adhere to the following procedure to ensure thorough examination of issues affecting UBCSS and board operations.

1. After a new policy has been developed, or a recommendation has been made for amendment or repeal of an existing policy, the policy shall be introduced at a regular meeting of the Board, for a first reading and discussion.
2. Generally, the policy will lay over for one month for Board review.
3. At a subsequent regular meeting of the Board (preferably the following month) the matter will be raised for a second reading, discussion, and final vote.
4. Amendments proposed by Board Members during the second reading may be accepted without requiring an additional reading of the policy, except as the Board determines that the policy or the amendment needs further study and therefore an additional reading would be desirable.

Under emergency circumstances the Board as a whole, or the Executive Committee acting on the Board's behalf, can create and implement policy on an immediate basis. The Board will subsequently ratify the Executive Committee decision.

The formal adoption of policies will be recorded in the minutes of the Board meeting. Only those written statements adopted and recorded will be regarded as official policy of the Board. Policies will be effective immediately upon adoption unless a specific effective date is provided in the motion to adopt. Under certain circumstances the Board may elect to approve a policy and waive the layover period.

REVIEW OF POLICIES

To ensure that a policy continues to be relevant, accurate, and legal, the board will maintain a policy review schedule. This schedule may vary by policy and a current version will be attached to this policy.

Date approved: 4/24/2013

Date last reviewed: 11/28/2001

Policy Review Schedule

Attachment

3/12/2013

<u>Policy #</u>	<u>Board Policies</u>	<u>created</u>	<u>last touch</u>	<u>next review</u>	<u>Notes</u>
1	Confidentiality Statement	11/28/2001	11/28/2001	due	
2	Conflict of Interest	11/28/2001	12/21/2011	FY14	
3	Mailing List	7/23/2003	7/23/2003	due	3/13/13 - needs rewrite
4	Gift Acceptance	2/25/2009	2/25/2009	due	
5	Investment	12/17/2003	12/17/2003	due	make MD law compliant
6	Mission Integrity	1/21/2011	1/21/2011	FY14	
7	Financial Commitments	1/21/2011	1/21/2011	FY14	
8	Board Member Leave of Absence	4/12/2011	4/12/2011	FY14	
9	CEO Succession Policy	6/27/2012	6/27/2012	FY15	
proc 2	Event Hosting	11/20/2002	11/20/2002	due	3/12/2013 dropped

Generally a policy will be reviewed every 3 years with a staggered schedule.

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