

DATE ADOPTED BY BOARD: 11.12. 2012

POLICY NUMBER: I.D.

NAME OF POLICY: Policies

POLICY PURPOSE: Describe how policies are developed, formatted, stored and reviewed.

DEFINITIONS:

A POLICY is an authoritative written statement designed to control many individual decisions over time. A policy provides the framework for decisions to be made away from the Board table. It may state intent, define a process, or set rules for a course of action.

A PROCEDURE is a sequence of steps taken to carry out an action and/or implement policies.

A FORM is a document used to start or implement either a procedure or an action.

I. D. Policies

1. The Board shall develop policies that guide the governance and ministries of the UUCQC according to the intent of Policy Based Governance.
2. The Board may delegate the development of policies to Committees and Task Forces.
3. The Board may seek input from appropriate parties and may obtain expert opinion when developing policies.
4. All policies shall:
 - a. comply with the Bylaws of the UUCQC.
 - b. be approved by the Board.
 - c. be named and numbered.
 - d. include the date the Board approved or amended the policy.
 - e. include a statement of purpose and details.
 - f. be reviewed on a regular basis as defined in the policy itself but no less often than every 3 years.
5. Teams in collaboration with the Administry Executive Team create and implement appropriate administrative procedures and forms. Administrative procedures and forms shall comply with corresponding policies and not require specific approval by the Board.
6. All policies, procedures and forms shall be published on the Website of the UUCQC.