

Procedure for Establishing Policies & Procedures

PROCEDURE:

The Board of Directors will use the following procedure to develop and approve policies and procedures:

1. **Identify the policies to be developed**, a lead person to draft the policies and a committee/task group to review and recommend to the board. The Executive Director will be part of the review process for all lands policies.
2. **Lead person will draft the policies and procedures** and send out to the committee/task group to review prior to a committee/task group meeting.
3. **Lead person will hold a policy review meeting** with committee/ task group to discuss and finalize the recommendation.
4. **Lead person will make final changes and send out** to the committee/ task group for final review, and coordinate with the board president to schedule the the policy recommendation on the Board agenda.
5. **Lead person will email policy recommendation to staff a week prior to the board meeting** so it can be included in the board meeting packet for board member review.
6. **Lead person will present policy recommendation at board meeting** for approval.
7. **Board will approve as is, modify and approve, or send back to the committee/task group** for further development.

Approved: August 2, 2004

President, Board of Directors