

Effective: MM/DD/YYYY

Revised: MM/DD/YYYY



VMC 203: Policy and Procedure Committee

Table of Contents

Purpose	1
Background	2
Policy	2
Definitions	2
Committee Makeup	3
Chairperson	3
Project Coordinator	3
Voting	4
Budget	4
Forum	5
Procedures	5
Miscellaneous	7
Cross-References	8

Purpose

General

To provide the framework and define the parameters within which the P&PC shall operate while carrying out its functions and duties.

Background

General

On July 25, 2010 the BOD passed the motion "[Appoint Jim Underwood \(lobsterhunter\) PaP Chair & PaP committee mission](#)" (see cross-references¹). This motion defined the mission of the P&PC and also addressed the P&PCC's need for access to various VMC forums which might otherwise be restricted, for the purpose of conducting research.

VMC 203 further expands on that policy.

Policy

General

The P&PC shall document all current policies and procedures and identify opportunities for improvement for the consideration of the BOD. In addition, the P&PC shall write new policies and procedures and/or review and revise existing policies and procedures as directed by the BOD, and shall serve as a knowledge base and resource for the BOD and the general membership.

The P&PC shall work to ensure clarity, thoroughness, consistency, and compliance with VMC bylaws.

All policies and procedures shall be compiled in a Policy and Procedure manual. This manual shall be made available to the general membership in an appropriate read-only area as determined by the webmaster and the VMC Secretary.

Definitions

BOD

Board of Directors

PC

Project Coordinator

P&P

Policy and/or Procedure

P&PC

Policy and Procedure Committee

P&PCC

Policy and Procedure Committee Chairperson

Policy

The set of basic principles and associated guidelines, formulated and enforced by the governing body of an organization, to direct and limit its actions in pursuit of long-term goals

Procedures

Steps or processes used to implement policy

SC

Subject Committee - The committee responsible for implementing a specific policy

Committee Makeup

General

The P&PC shall be comprised of a P&PCC as appointed by the BOD. The P&PCC shall recruit additional members at his or her discretion, but in no case shall the P&PC consist of less than three or more than seven members.

Removal

The P&PC may, by majority vote, remove a committee member for reasons including but not limited to failure to participate in a timely manner, failure to remain impartial and involvement in unethical or illegal activity. In the event the P&PC votes to remove the P&PCC the matter shall be brought before the BOD for final determination.

Chairperson

Liaison

The P&PCC shall act as liaison between the P&PC and the BOD. Requests for assistance from the P&PC shall be directed to the P&PCC. The P&PCC shall review these requests and forward them to the P&PC for further consideration. The P&PCC shall be available to discuss all matters before the P&PC with the BOD as needed.

Reporting

The P&PCC shall report monthly to the VMC Secretary all matters before the committee no later than the 5th day of the month following the month in question. Additionally, the P&PCC shall submit an annual report to the VMC Secretary no later than March 1st of the year following the year in question. The annual report shall include a summary of prior year activity including but not limited to the status of P&P development and requests for review, committee roster and schedule of upcoming projects.

Boardroom access

The P&PCC shall have posting rights in the boardroom for the purpose of:

- Requesting input on P&PC activities
- Requesting review of a draft policy
- Responding to a request from the BOD
- Providing input on matters pertaining to the P&PC and/or discussion of P&Ps developed by the P&PC

Forums access

From time to time the P&PCC may need access to forums that would normally be restricted in order to conduct research. The P&PCC shall work with the webmaster and other applicable committee chairs to gain such access. If the P&PCC and the webmaster and/or other applicable committee chairs cannot agree on access, the matter shall be decided by the BOD.

Project Coordinator

Assignment

The PC of any given project shall be assigned by the P&PCC and shall be deemed the primary coordinator/writer for that project. The P&PCC may change the PC on any project at any time.

Responsibilities

The PC shall be responsible to:

- Write the assigned P&P, including developing an initial rough draft and incorporating input during the review/collaboration phases
- Conduct background research as needed
- Solicit review and input from the P&PC
- Manage the review/input process to gain consensus and keep the project moving forward
- Identify potential areas of conflict and suggest alternatives and/or solutions

Voting

General

In all matters before the P&PC if the committee cannot agree, the matter shall be decided by simple majority vote. Each member of the P&PC shall have one vote. In order to prevent tie votes, if the total number of committee members including the P&PCC is an even number, the P&PCC shall not vote.

Impartiality

In order to maintain impartiality, no member of the P&PC shall exercise their vote on any matter concerning another committee of which they are also a member. However, P&PC members are encouraged to participate in the development and review of any P&P for a committee of which they are a member.

Budget

General

The P&PCC shall be responsible for the development of an annual budget for any year in which expenses are anticipated. This budget shall be based on the approved amount for the P&PC within the overall VMC budget. The budget shall be completed and presented to the VMC Treasurer by October 31st of the prior year.

Reimbursed committee expenses shall not exceed the total amount of funding allocated for that year. Expenses shall not be reimbursed without a receipt or invoice. All receipts or invoices shall be submitted to the VMC Treasurer for payment.

All funds not used during the fiscal year shall be returned to the VMC general fund.

Forum

General

A P&PC forum shall be created within the Committee Forums area of the website for the purpose of discussing topics concerning the P&PC.

Access

All members of the P&PC and all VMC Officers shall have full access to this forum. All other members of the BOD shall have read only access to this forum.

From time to time the P&PC may wish to call on the expertise of a member outside the P&PC when working on a particular project. In such cases the P&PCC may request that the member be given full access to the forum on a temporary basis. Any such individual would participate in a strictly advisory role and would have no vote.

Project Threads

In order to facilitate organization and ease of access, each P&P project shall have one, and only one, thread.

Historical Record and Oversight

In order to ensure an accurate historical record and BOD oversight, all business of the P&PC shall be conducted within the P&PC Forum, except as outlined below [see "Exceptions"]. Official P&PC business shall not be conducted by any other means, including but not limited to email, Facebook, or any other media. Simple, routine notification of items requiring P&PC attention may be made via PM, e-mail or telephone.

Exceptions

From time to time there may be circumstances in which a conference call or online meeting is needed in order to facilitate a deadline or other urgent matter. In such cases it is permissible to utilize outside communication tools such as telephone conferencing, online meetings or other telecommunication software.

If such a circumstance arises the P&PCC shall first notify all P&PC members, VMC Officers and any other involved parties, of the date and time of the meeting and the method of communication being utilized. Such notification shall be posted in the P&PC Forum and also sent via e-mail no less than forty-eight (48) hours prior to the meeting. In

addition, a transcript of such meeting, or minutes taken by a designated member of the P&PC, shall be posted in the P&PC Forum within 48 hours of any such event.

Procedures

Prioritization

The P&PCC shall prioritize projects based on immediate need, seeking input from the BOD as appropriate.

Internal Development

The PC shall conduct research as needed and present the P&PC with an initial rough draft of a P&P. The P&PC shall review drafts and respond to requests for input in a timely manner, preferably using the mark-up method (although less desirable, stand-alone comments are acceptable). The mark-up method involves reviewing P&P documents and making specific comments, preferably including desired wording, to a copy and saving that copy with a unique name.

Example

- The PC prepares a rough draft using Word or Open Office and requests committee review and comment in a forum thread, attaching the document named *VMC XXX-XX Example Policy*.
- Member A reviews and makes comments to the document, proposing specific wording changes and posts in the same thread with the renamed document attached as *VMC XXX-XX Example Policy A*.
- Member B can now review *VMC XXX-XX Policy Example A*, which contains the original work with Member A's comments added, and make his/her comments to a document attached to forum post and renamed *VMC XXX-XX Example Policy A B*.
- Once all members have reviewed and commented the PC shall attempt to record, highlight and resolve comments and produce a new draft *VMC XXX-XX Example Policy V2*, which is made available for further review and a repeat of the process.
- Once a draft policy and/or procedure is ready for outside review, it shall be forwarded to either the SC or BOD as appropriate, along with any questions and/or potential issues if any exist.

External Collaboration

At the conclusion of the P&PC's initial Internal Development phase, the P&PCC shall present the P&P in draft form to the SC or BOD as appropriate, along with a list of potential issues and/or questions.

The SC or BOD shall review the draft and make comments in a timely manner, usually no more than two weeks unless mitigating circumstances apply. The comments should include suggestions for additions, deletions or rewording.

Where possible, requests for changes should include specific language (e.g., "we would prefer to see the committee numbers restricted to between 3 and 7 members" is much preferred to "The proposed numbers for committee member limits is absurd and shows no understanding of the work this committee does").

Integration/Conflict Resolution

The P&PCC shall post all SC input in the P&PC forum for review and comment. The P&PC shall highlight areas of conflict and attempt to resolve them.

BOD Review

When the P&PC has completed its process and developed a draft for consideration of the BOD, the P&PCC shall submit it to the VMC Vice-President (or other officer in the absence of a VP). The VP shall present the P&P in the

boardroom in the form of a Motion, thus initiating the 2-week discussion period. Any unresolved areas of conflict shall be identified along with a variety of options for consideration. If the BOD is unable to come to a consensus on such areas of conflict, the options shall be put to a poll. Options receiving a majority vote shall be incorporated into the final draft.

BOD Poll

After all BOD comments have been addressed and conflicts resolved through either consensus or poll, the P&PC shall prepare the final draft and submit it to the VP (or other officer in the absence of a VP), who shall post it in the boardroom discussion thread. Once the final draft has been posted no further changes shall be made. On the sixth (6th) day following the day the final draft was posted the Vice-President shall bring the proposed P&P to a vote in the Motion Polls forum.

In the Event the BOD Rejects the Draft

In the event the BOD votes to reject the final draft, the P&PCC shall identify the reason(s) and revise the document accordingly. A new discussion period shall begin and the process repeated until such time as the document receives a majority vote.

Miscellaneous

Style and Formatting

In order to maintain a professional appearance, uniformity of style and ease of access by all members, all future policies and/or procedures shall utilize the following template:

<http://www.asu.edu/aad/manuals/template.html>

Not all policies and procedures will require each section in the template, and some shall need additional sections. The purpose of the template is to provide a baseline of consistency between policies.

Organization, Numbering, and Titles

Every P&P document shall begin with the letters "VMC" followed by a 3-digit number. Administrative policies shall begin with the identifier "100" and Committee policies shall begin with the identifier "200" as follows. Sub-category policies shall contain an additional 2-digit identifier.

Example

100 – ADMINISTRATIVE

101 Category

101-01 Sub-Category

101-02 Sub-Category

102 Category

102-01 Sub-Category

102-02 Sub-Category

200 - COMMITTEES

201 Name of Committee

201-01 Sub-Category

201-02 Sub-Category

202 Name of Committee

203 Name of Committee

204 Name of Committee

205 Name of Committee

The effective date of each P&P shall be printed in the upper left-hand corner of each page. The effective date shall be the date the motion poll approving the document was certified following a vote of the BOD.

The revision date of each P&P is to be shown in the upper right-hand corner of each page of the respective document.

Cross-References

¹*Motion Poll 07/25/2010* "[Appoint Jim Underwood \(lobsterhunter\) PaP Chair & PaP committee mission](#)"