

NON-PROFIT POLICY TEMPLATE

POLICY AND PROCEDURE ADOPTION POLICY

Policies of the *(Name of Organization)* address either: 1) a response to legal, finance or funding mandates that ensure the organization does not abuse the privilege of exempt status, or 2) all other aspects of sound operations and well-informed self-governance. The Executive Director, a designated staff member or a board member can request consideration of a policy change to the *(Name of Organization)* Policy and Bylaws Committee. The committee will meet to consider all proposals to add, delete or revise existing organization policies. In considering policy changes, the committee may seek input from the board, staff members, community members or other resources.

The committee will determine whether a policy is considered a board policy, addressing stated mandates, or an administrative policy, related to operational practices. Only those policies designated 'board policies' require board approval. All other policies may be presented as information items for board review. The board reserves the right to request a revision to an operational policy if there are concerns as to its implementation within the agency.

A proposed policy change will be presented to the board in writing and included on the agenda.

The date of the board meeting, when board approval or board review appears on the agenda, will be added to each policy. Policies as changed, will be made a part of the minutes of the meeting at which the action or review was taken. The dated policy will be added to the EHC policy manual.

Non-substantive editorial revisions, including changes in references, need not be presented to the board.

Manuals

The Executive Director will develop and maintain a current policy manual which contains the policies and procedures of *(Name of Organization)*.

The manual is intended as both a tool for agency management as well as a source of information to board members, staff and community members about how the agency operates. To that end, the policy manual will be easily accessible.

Board or Administrative Procedures

The Board Chair or Executive Director may develop such administrative procedures, including forms, as are necessary to ensure consistent implementation of policies adopted or reviewed by the board. Such procedures need not be approved by the board. Procedures and forms will be included as part of the policy manual.

Adopted:
Amended: