



POLICY 0001-20

Release Date: February 7 2018
Effective Date: February 8 2018
Revised Date: TBD

REGULATORY POLICY

POLICY

A regulatory policy is objective in nature and are designed to limit the discretion of personnel and are typically used for operational purposes.

- (A) A regulatory policy may apply to all levels of the Association or be specific to each level, department or committee.
- (B) The President shall be granted authority to endorse, repeal or replace any regulatory policy within the Association; where as the head of departments or chairpersons of committees may be granted authority to endorse policies specific to their department or committee.
 - (a) The Executive Director reserves the authority to endorse, repeal or replace any regulatory policy pertaining to the administration of the Association.
- (c) Any personnel who a policy applies to are required to adhere to the regulatory policy.

PROCEDURE

1. Any personnel who are granted authority to endorse a regulatory policy are encouraged to consult/ collaborate with department staff.
2. The President and Executive Director shall direct or delegate the development of a regulatory policy.
3. In respect to any regulatory policy, the Board has absolute authority to repeal or amend regulatory policies through the following procedure:
 1. Any Director shall make written notice to the *Board* for the intent of repealing or amending a specific regulatory policy. The notice must contain the rational for repealing or amending the policy. The notice must be provided in no less than 24 hours from the start of the next Board meeting.
 2. The request to repeal or amend must be added to the agenda of such Board meeting.
 3. A motion to repeal or amend a policy must be made by the Director who gave notice of such a change to the Board.



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4. Directors shall be given an opportunity to debate proposed changes.
5. The motion for changes must be approved by a majority vote. Upon approval of the motion, the President shall make the changes to the policy within 5 business days
6. The amended policy shall be added to the policy manual and be available on the Association server. The outdated policy shall be marked outdated and kept in records under the file: outdated policies.

References

Policy 0001-00

Related References

Approved By	Position	Approval Date	Signature
Dusty Myshrall	President	February 7 2018	

Date of Last Review		
Revisions		
Section	Changes	Date