

NORTHWESTERN ONTARIO MUNICIPAL ASSOCIATION
POLICY REGARDING OPERATIONAL POLICY DEVELOPMENT

Policy Number: A001

POLICY STATEMENT

The Board of Directors is responsible to the members of the Association for the development and implementation of operational policy.

Operational policy will further the purpose and objectives of the Association.

I. PROCEDURES

1. Presentation of draft policies may be initiated by:
 - a. The delegates at an Annual General Meeting,
 - b. The Board of Directors
 - c. The Executive Committee
 - d. The President, or
 - e. The Executive Director.
2. The Executive Director will prepare draft policies for consideration by the Policy & Procedures Committee.
3. The Policy & Procedures Committee will recommend the policy for consideration by the Board of Directors.
4. In the absence of a Policy & Procedures Committee, the Executive Committee shall perform those functions outlined in Clause 2 and 3.
5. Approved policies and all revisions approved will be inserted in a master manual.
6. Policies will be numbered and filed in the master manual according to the following system:
 - A000 – policies related to the administration of the Association
 - B000 – policies related to the Board of Directors
 - F000 – policies related to the financial resource management of the Association
 - H000 – policies related to the human resource management of the Association
7. When policies are amended, the Executive Director will make the appropriate amendment(s) to the policy, note the amendment date and distribute the amended policy for information.
8. All organizational policies will be reviewed at a minimum of every two years or as requested by the Board.