



POLICY AND PROCEDURE COMMITTEE

ORIGIN

This is Standing Committee established per Article VIII, Section 15 of the MGCA Bylaws.

PURPOSE

At the direction of the Board of Managers, assist the Board and its committees in developing guiding principles and practices, consistent with the MGCA Charter, Bylaws, and Rules and Regulations.

MEMBERSHIP

Per MGCA Bylaws, Article VIII, Section 15, The Policy & Procedure Committee “shall consist of the committee chair and at least one (1) Board Member plus Members of the Association as deemed appropriate by the committee chair.”

MEETINGS

Meetings are normally called by the committee chair on an as-needed basis.

RESPONSIBILITIES

Develop policies and procedures at the request of the Board, and maintain a compilation of established policies and procedures which have been reviewed and approved by the Board

- Ensure that a current version of all MGCA Policies is available on the MGCA website
- As directed by the Board of Managers, assist the Board and its committees in amending existing Rules and Regulations, policies, procedures, and/or forms
- All amended Rules and Regulations and policies are subject to Board approval
- As directed by the Board of Managers, assist the Board and its committees in developing new Rules and Regulations, policies, procedures, and/or forms
- All new Rules and Regulations and policy changes are subject to Board approval
- Identify Board of Managers or MGCA committee actions or practices from which it may be desirable to develop new Rules and Regulations, policies, procedures, and/or forms
- Periodically review MGCA Rules and Regulations, policies, procedures and forms and, if indicated, recommend their amendment or revocation

- In coordination with the Executive Committee, interface with legal counsel on matters related to MGCA Rules and Regulations, policies, and procedures
- Present (or submit in writing) a committee report at each regular meeting of the Board of Managers as necessary.

AUTHORITY

The Committee exists to make recommendations only; all rule and policy recommendations require Board approval and often Executive Committee or Board review.

FINANCING/BUDGET

There is no specific budget allocation/line item for this committee. The Committee may make funding requests to the Board if needed. The committee may spend these funds in accordance with Board approved spending constraints. As part of the annual budget process, the Committee chair must submit a budget request for approval.

The Chair is responsible for ensuring that expenditures do not exceed budgeted/allocated funds.

Dates:

Adoption: December 21, 2021
Revision: Policy: September 17, 2024
Rescission