



POLICY

Policy Area: Governance	Subject: Policy
Title of Policy: Policy Development and Review	Number: 1.6
Approved Date: August 11, 2020	
Effective Date: November 24, 2020	Revision Date:

1. Rationale or background to policy:

- 1.1. Board of Directors' Governance Policies highlight and support the important governance function of the Board of Directors.
- 1.2. This policy explains how the Board of Directors develop and review policy.
- 1.3. The Board of Directors will use written policies not only to focus on the goals of the organization but also to provide direction to the Board of Directors in its governance role. Board policies will align with the Constitution and support the strategic plan.
- 1.4. All policies will be posted on the website.

2. Policy Statement:

- 2.1. Directors and members of CSBA must be familiar with and adhere to all policies of the CSBA .
- 2.2. This policy is intended to:
 - explain how the Board of Directors develops and reviews policy.
 - ensure that all members and directors understand the policy process and their role in policy development.
 - ensure that all Member Associations and directors understand the importance of policy to their governance role.

3. Procedure:

- 3.1. Any director or Member Association of the CSBA may submit a new policy request or a request to review a current policy to the Board of Directors, through the Governance Work Team using Appendix 5.4 Policy Template.
- 3.2. Submitted policy requests will be reviewed by the Governance Work Team to determine if the policy is in conflict with the current CSBA policies, the Constitution/By-Laws or the strategic plan.
- 3.3. If there is no conflict, then the Governance Work Team will proceed to review the request and submit the form with a recommendation and rationale to the Board of Directors to accept, amend or deny the new policy or the review of the policy.
- 3.4. The Board of Directors will make the final determination about the policy and communicate their decision positive or negative to the Membership Associations.
- 3.5. Policies must be approved by the Board of Directors prior to determining the Effective Date for the policy to be used.
- 3.6. If a policy is approved or revised, the CSBA Executive Director will complete the process if necessary, by updating or completing the submitted 5.4 Policy Form (policy

number, effective date, and Board approval date and/or revision date) and updating the website.

- 3.7. The CSBA Executive Director will inform the Member Associations when new and revised policies are approved and effective.