

SOCIETY OF SAINT VINCENT DE PAUL
National Council of Canada

Number: ADMIN – PR- 001

SUBJECT: POLICY DEVELOPMENT

DATE ADOPTED: JUNE 14, 2003

PURPOSE: To set out a procedure/guidelines to follow for the development of national policies or administrative procedures.

POLICY: **The following steps shall be followed for the creation of a policy or a procedure, or amendments thereto, for approval by the Board of Directors and/or National Council of Canada.**

PROCEDURE: Proposed draft policy and or amendments shall be forwarded to the National President for his/her review and referral to the Chair, Rule & Policy Committee.

The Rule & Policy Committee reviews and drafts policy/procedure and the Chair will forward to members of the Executive Committee for review at its next scheduled meeting.

The Executive Committee reviews proposed draft document and, if approved, the Chair, Rule & Policy Committee, will forward to members of the Board of Directors with instructions on the consultative process and timeline for completion of exercise.

The Board of Directors will consider the policy draft and approve it. This document will be finalized by the Rule & Policy Committee, for either signature by the National President or final approval by the National Council at the annual AGA. All policies or amendments thereof deemed to have a national impact on the Society in general, or affecting the governance of Conferences and Councils, will be approved by the National Council.

After approval, the document will be dated and copies (electronic or paper) forwarded to holders of the Operational Manual and any other Vincentians with a particular interest in the policy.

The above procedure also applies to any proposed modification or amendment of the Rule.

ACCOUNTABILITY: Chair of the Rule & Policy Committee to the Board of Directors.

LOCAL RESPONSIBILITIES:

To circulate and ensure compliance to the policy.

REFERENCE: The Rule, (2007).

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ORIG – May 2003