



POLICY AND PROCEDURES COMMITTEE

ORIGIN

This is an “ad hoc” committee established per MGCA By-Laws, Article VII, Section 14, which states, “...Subject to Section 1 of this Article, the Board of Managers may create and appoint additional committees for special or additional projects.” It is a sub-committee of the Executive Committee.

PURPOSE

Not specified in the By-Laws. 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, By-Laws, and Rules and Regulations.

MEMBERSHIP

Per MGCA By-Laws, Article VII, Section 1, “The Board of Managers may establish one or more committees consisting of one or more Managers of the Association. Committees may also consist of other members of the Association who are not Managers of the Association.” This has been interpreted to mean that the committee must include at least one Manager, but that the Committee Chair need not be a Manager.

MEETINGS

Not specified in the By-Laws. 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) a committee report at each regular meeting of the Board of Managers

AUTHORITY

The Committee exists to make recommendations only; all rule and policy recommendations require Board approval; form recommendations require 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 Chair is responsible to ensure that expenditures do not exceed budgeted/allocated funds.

Dates:

Adoption: December 21, 2021
Revision:
Rescission:

NOTES:

- The EC and P&P recommend that the By-Laws be amended to make this a Standing Committee rather than an ad hoc committee.
- We actually need to develop a policy for development/adoption of policies and forms.