

**POLICY NO: 10-030**

**REVISION DATE: July 27, 2004**

**SUBJECT: DEVELOPMENT OF POLICIES**

**I. PURPOSE**

To summarize the process for developing and/or amending Cooperative policies.

**II. POLICY CONTENT**

A policy can only be approved during a regular or special Board of Director meeting. It requires approval of a simple majority of the directors attending a meeting at which a quorum is present.

The normal process for developing and approving policies is as follows:

1. A recommendation from a board member, employee or the attorney is made for the development of a new policy or a revision of an existing policy.
2. Staff prepares a draft of language to be used in the policy and presents the proposed language to the board. An ad-hoc committee of the board may be formed for reviewing draft policy language.
3. The board or the committee will make necessary changes to the draft language to reflect the intent of the board.
4. The full board will consider the final draft of the policy in a duly convened meeting. The policy will become official if approved by a majority of the full board.

The board may choose to vary from this process if it deems necessary.

**III. RESPONSIBILITY**

The Board of Directors is responsible for developing policies. The General Manager is responsible for implementing and insuring compliance with Cooperative's policies.

ATTESTING:

\_\_\_\_\_  
President

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Secretary

\_\_\_\_\_  
Date