



Policy and Procedures

Policy Title: POLICY AND PROCEDURE MANAGEMENT	Policy Number 01
APPROVED: President Desiree Thomas	Date: 06/30/2017
Origination Date: June 30, 2017 Date Revised: original Last Reviewed: Review Date: June 2019	Effective Date: June 30, 2017

I. PURPOSE:

To establish procedures to be followed for periodic review of existing policies, proposing amendments to existing policies, and establishment of new policies.

II. POLICY / GUIDELINE:

TMAC Policies are formal policies and procedures that have organizational application. TMAC uses a standard policy format and a uniform review and approval process to improve communication, promote administrative consistency and efficiency, and ensure compliance with 501C-3 regulations. This "Policy on Policies" governs the development and oversight of all formal TMAC Policies.

III. PROCEDURE:

A. New or Revised Policies

1. Proposals for new or revised policies will be considered from any interested agency or individual and will be submitted to the TMAC president in writing. Proposals shall include a complete description of the request and a system analysis including: advantages, disadvantages, and any potential fiscal impact.
2. The proposal or amendment will be placed on the TMAC Board of Directors (BOD) agenda. During this time, it will be evaluated for need and impact on organization. The TMAC BOD will review, amend, and make recommendations regarding adoption.



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3. If policy or amendment is recommended for adoption, a draft will be developed from the proposal by TMAC BOD for presentation at the general membership meeting.
 4. Following presentation at the general membership meeting, the TMAC BOD will post the policy or amendment in the appropriate section of the TMAC website.
- B. Periodic Review of Existing Policies
1. The TMAC BOD will review each Association policy on a biennial basis to assure currency and appropriateness to Association practices. Policies will be added to the BOD meeting agenda for formal review.
 2. If amendments are recommended for an existing policy, a draft will be developed by the BOD for presentation at the general membership meeting.
 3. Following presentation at the general membership meeting, the BOD will post the amended policy in the appropriate section of the TMAC website.