



CP#46-14 – Council Policy Review Committee

Approved: 9/27/14 | Revised: --/--/--

- 1.0 Purpose of Council Policy:** This policy establishes the role, purpose and procedures for the ICC Council Policy Review Committee.
- 2.0 Name of Committee:** Council Policy (CP) Review Committee
- 3.0 Statutory Authority:** The Board of Directors is authorized to establish committees in accordance with Article XI, Section 11.1, and is authorized to adopt policies and procedures in accordance with Article V, Section 5.7.
- 4.0 Objectives of Committee:** The Council Policy Review Committee (the Committee) shall be responsible for reviewing new Council Policies and substantive amendments to existing Council Policies that are proposed to the Board of Directors, and for overseeing editorial amendments to existing Council Policies that are implemented by staff. The Committee shall also periodically review existing Council Policies upon direction of the President.
- 5.0 Rules and Procedures of Committee:**
 - 5.1 New Council Policies:**
 - 5.1.1** New Council Policies that are proposed to the Board of Directors shall include a stated purpose, and shall indicate specific sections of the ICC Bylaws or other Council Policies that authorize the establishment of the subject Policy. The proposed Policy shall clearly indicate other Policies that are incorporated by reference into the subject Policy. The proposed Policy shall be accompanied by a reason statement and a financial impact statement.
 - 5.1.2** The Committee shall review new Council Policies and accompanying statements, and shall provide recommendations regarding the implementation of such Policies to the Board of Directors.
 - 5.2 Amendments to Existing Council Policies:**
 - 5.2.1 Substantive Amendments:** Substantive amendments to existing Council Policies that are proposed to the Board of Directors shall be reviewed by the Committee and shall be accompanied by a reason statement and a financial impact statement.
 - 5.2.1.1** The Committee shall review proposed substantive amendments to existing Council Policies and accompanying statements, and shall provide recommendations regarding the approval of such amendments to the Board of Directors.

5.2.2 Editorial Amendments: Editorial amendments to existing Council Policies that are necessary to clarify a policy's intent or to correct typographical or grammatical errors may be implemented by ICC staff.

5.2.2.1 The Committee shall review proposed editorial amendments to verify that the subject amendments are editorial in nature.

5.2.2.1.1 If the Committee determines that the subject amendment is editorial, it shall report the amendment to the Board of Directors.

5.2.2.1.2 If the Committee determines that the subject amendment is not editorial, the amendment shall be considered a substantive amendment, subject to Section 5.2.1.

5.2.3 Periodic Review: Upon direction of the President, the Committee shall periodically review existing Council Policies. Subject policies shall be reviewed for accuracy, clarity, consistency, coordination, redundancy and relevance.

5.2.3.1 Upon completion of an existing Council Policy review, the Committee shall provide a report of its findings and recommendations to the Board of Directors.

5.2.3.1.1 Recommendations including proposed substantive amendments shall be subject to Section 5.2.1.

5.2.3.1.2 Recommendations including proposed editorial amendments shall be subject to Section 5.2.2.

5.3 Staff Liaison: A staff liaison shall be appointed by the CEO to provide assistance and administrative support to the Committee.

5.4 Meetings: All meetings of the Committee shall be conducted remotely, or in conjunction with previously scheduled meetings of the Board of Directors.

6.0 Committee Organization and Structure:

6.1 The Committee shall be comprised of no fewer than three members of the Board of Directors. At least one member of the Committee shall be a member of the Executive Committee. The Committee and Committee Chair shall be appointed by the President. In accordance with CP#7, the Council Policy Review Committee shall be considered a standing non-technical committee.