



## Policy Governance Defined and Explained

Governance Section: Organizational Planning

Revision Date: 3/29/2024

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### Purpose

To assist all persons interested in the Pool's governance with locating and interpreting the documents which contain and embody that governance.

### Authority

1. Interlocal Agreement, Section 5 (Bylaws); and
2. Bylaws, Article XIII, Governance Documentation Procedure.

### Policy Statement

1. Except for matters contained in its Interlocal Agreement and Bylaws, the Pool shall memorialize its governance in this "WSTIP Policy Manual."
2. The Policy Manual shall be divided into the following categories: (1) finance; (2) governance; (3) operations; and (4) organizational. On an annual basis the Pool's Executive Committee or a subcommittee established by it shall review all policies, and if appropriate, recommend revisions. The review shall be for accuracy and clarity.
3. The Pool has phased out its traditional resolution style of governance in favor of policy governance as defined and explained in this document. The reason for this shift is to make the Pool's governance easier to understand by establishing a comprehensive set of policy statements organized by topic.
4. The Pool shall memorialize its governance in writing to the maximum extent possible. This will reduce one's need for institutional knowledge to understand the Pool's goals, procedures, and functions.
5. The Executive Director is authorized to make non-substantive changes to policies involving grammar, punctuation, spelling, formatting and policy authority citation, provided:
  - a. Changes made are reviewed by General Counsel and
  - b. Reported by the Executive Director to the Executive Committee at the next Executive Committee meeting following any policy changes.
6. The hierarchy of control for the Pool's governance documents is:
  - a. Interlocal Agreement;
  - b. Bylaws;
  - c. WSTIP Policy Manual and its policy governance segments; and
  - d. Passed motions documented in meeting minutes authenticated by the Pool's Secretary.

### Responsibilities

1. The governing bodies of the Pool's Members are responsible for the Interlocal Agreement.
2. The Pool's Board is responsible for the Bylaws and those specific topics reserved to it in the Bylaws.
3. The Pool's Executive Committee is responsible for all governance except as set forth above.

### Amendment

The Board may amend this policy.



**Repealer**

Resolutions No. 2-2003 "Comprehensive Financial Management Program" passed on November 20, 2003 and No. 2-1999 "Associate Membership Program" passed on March 18, 1999 and Governance Responsibilities and Procedures passed May 22, 2008 are hereby repealed.

**Policy History**

None. Revised April 28, 2023. Added #5 in March 2024 to allow ED to edit policies with general counsel and reported to EC at their next meeting.

Passed by the Board of Directors on March 29, 2024.

Attest:

Approved as to form:

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Shonda Shipman, President

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Monique Liard, Secretary

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Richard L. Hughes, General Counsel