

 <p>BERKS COUNTY REPUBLICAN COMMITTEE berksgop.org</p>	<p align="center">BCRC Policy and Procedures POL001 - <u>Establishing the Use of Policies</u> <u>and Procedures</u></p> <p>This document is for use only by <u>members</u> of the Berks County Republican Committee. Any unauthorized release or publication is strictly prohibited.</p>
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1.0 Purpose and Introduction

Article 8.1 of the BCRC Bylaws establishes the creation of the BCRC Policies and Procedures of the organization. Policies and Procedures are to be clear, concise, and consistent with the Bylaws. Policies and Procedures are to be used to expand and clarify the Bylaws. They establish duties and define responsibilities of members of the organization.

The purpose of this Policy POL001 is to establish the rules and work processes concerning Policies and Procedures, and document the roles and responsibilities of members of the organization concerning the creation, review, approval, and publishing of Policies and Procedures.

2.0 Goal

To create, store, and communicate BCRC Policies and Procedures to the organization.

3.0 Scope

The BCRC Bylaws establish the rules and regulations concerning the BCRC. BCRC Policies and Procedures are intended to provide additional details and clarity beyond what is documented in the Bylaws. They shall focus on the details, work processes, and individual roles and responsibilities. If there is any conflict between the Bylaws and a Policy or a Procedure, the Bylaws shall take precedence over Policies and Procedures.

4.0 Persons Affected

This Policy applies to all BCRC members that are involved in writing, reviewing, approving, and publishing Policies and Procedures. Policies and Procedures apply to all BCRC and Executive Committee Members.

5.0 Manual Organization

5.1 Document Types – There shall be two document types:

- 1) **Policies** - These documents are intended to establish BCRC policy, rules and regulations. They are considered mandatory as they are an

extension of the Bylaws. They must be approved as described below in Section 6.5. Policies are intended to enhance or explain sections of the BCRC Bylaws.

- 2) **Procedures** - These documents are considered recommended guidelines. They are intended to establish consistent procedures, work processes, and protocols. They are approved as described in Section 6.6 below. Procedures should be used as a way to train new people and maintain a consistent work process throughout the organization. Procedures typically only pertain to a particular subcommittee, region, or work group. These Procedures shall be written by the group where they apply. For example, the Office Manager may write a Procedure on how to answer the telephone. The County Secretary may write a Procedure on how to take attendance.

6.0 Document Creation and Approval Process

6.1 Document Creation

Policies - Policies shall be created by the Rules Subcommittee with the help of subject experts. In most cases the subject experts will be the person(s) holding the role or responsibility for that subject.

Procedures – Procedures shall be created by subject experts. For example, the Office Manager will write the office procedures, the Credentials Committee will write procedures for credentialing, the Treasurer will write the procedures for finances, and so on. The Rules Subcommittee is expected to assist the subject experts.

6.2 Format - All Policies and Procedures are to follow a set format to encourage consistency as follows:

- a) All documents shall be written as a Word document using the standard template that matches this document.
- b) The header of a Policy or Procedure shall contain the date the document was approved along with the word “Approved”. The header of a draft Policy shall show the date the document was drafted and/or revised, along with the word “Draft”.
- c) The title block shall contain the BCRC logo, the words “BCRC Policies and Procedures”, the title of the document, the document number, and the “members only” clause.

- d) The “Purpose and Introduction” of the document should (meaning it is optional) reference, where applicable, the section of the Bylaws that applies, and shall state whether the document is a Policy or a Procedure.

6.3 Review and Commenting of Policies - The subject expert is responsible for writing the Policy and shall have it reviewed and commented on by appropriate people within the organization, including the Rules Subcommittee.

After the draft document has been reviewed by the Rules Subcommittee, it shall be emailed to the Executive Committee for comment. After the EC comments are considered and/or incorporated, the draft document shall be prepared for approval.

6.4 Review and Commenting of Procedures – The subject expert is responsible for writing the Procedure and shall have it reviewed, and commented on, by appropriate people within the organization, including the Rules Subcommittee.

6.5 Approval of Policies - When a draft document is ready for approval, the Rules Subcommittee shall email the draft to the County Chair to be voted on (2/3rds majority) by the Executive Committee at the next EC meeting. After EC acceptance, the document shall be marked “Approved” and published according Section 8.2 below.

6.6 Approval of Procedures – Procedures are approved by the Rules Subcommittee. When a draft document is ready for approval, the Rules Subcommittee shall do a final review. After acceptance, the document shall be marked “Approved” and published according Section 8.3 below.

6.7 Revisions

As per Article 8.3 of the Bylaws, any proposed amendment to a Policy shall be submitted in writing to the EC or the Rules Subcommittee for review. The Proposed amendment could be submitted by any BCRC Member. Once an amendment has been reviewed and drafted by the Rules Subcommittee, the EC has 30 days to consider it for approval.

7.0 Document Numbering

All Policies and Procedures shall be given a unique document number.

- a) The document number for a Policy shall be of the format “POL001”, where 001 is a sequential number assigned by the Rules Subcommittee based on the chronological order in which the documents are drafted.

- b) The document number for a Procedure shall be of the format “PRO001”, where 001 is a sequential number assigned by the Rules Subcommittee based on the chronological order in which the documents are drafted.

8.0 Document Publishing and Storage

8.1 It is the intent of the BCRC to publish Policies and Procedures for use by the membership in order for members to understand the rules of the organization. Because the “Manual” will exist in electronic form, the membership shall be given access to all documents that apply to them electronically.

8.2 Policies - Approved Policies shall be posted on the BCRC website, and shall be posted and maintained on the BCRC electronic document management (EDM) system. Whenever a new or revised Policy is approved an announcement email shall be sent out by the County Chair to the general membership with a PDF copy of the document.

8.3 Procedures - Procedures are intended to be written and used by groups or subcommittee’s where they apply. Therefore Procedures shall be maintained on the BCRC electronic document management (EDM) system, and shall **not** be published on the BCRC website. Keep in mind that some of these Procedures may contain information like computer passwords and other sensitive information that should not be made available to the public.

8.4 Posting

- a) Posting of Policies - The Rules Subcommittee is responsible for posting Policies on the EDM system and to inform the webmaster to post the document on the website. Previous versions of approved documents shall be stored as an archive on the EDM system.
- b) Posting of Procedures – The subject expert is responsible for posting the documents on the EDM system and may be assisted by the Rules Subcommittee. Previous versions of approved documents are encouraged to be stored as an archive on the EDM system. Procedures are not to be posted on the website.

9.0 Security

The policies and procedures shall not be shared outside of the BCRC. All policies and procedures shall contain the following statement in the header of the document: “*This document is for use only by members of the Berks County Republican Committee. Any unauthorized release or publication is strictly prohibited.*”