

Kootenay Co-operative Radio Procedure: Preparing Policies and Procedures

1.0 INTRODUCTION

This procedure describes how KCR policies and procedures come to be and presents their general content and structure.

1.1 Definitions

Policy	A written description of a governing aspect of KCR management – must be approved by the Board of Directors.
Procedure	A written description of a procedural aspect of KCR management – must be approved by the Policy and Procedures Committee.

1.2 Related Policies and Procedures

None.

2.0 POLICY DEVELOPMENT

2.1 Initiation

The initial idea for a new policy comes from one of several places: the Board of Directors, a staff person, the Policy and Procedures Committee, or a KCR Committee. It is often a result of an emerging situation. Regardless of its origin, it is considered by the Policy and Procedures Committee in light of existing workload and the relative priorities of other policies (and procedures) under development. In some situations, the Board of Directors may be involved in this prioritising and may direct the P&P Committee in its priorities.

2.2 Development

The development of a policy occurs within the Policy and Procedures Committee. The P&P Committee brings all information deemed useful to the policy consideration – for instance, information from KCR Committees where the policy will have an influence; related policy experience at other organisations. Once a final draft is available from the P&P Committee, it is submitted to the Board of Directors for consideration and approval. If the policy is of a controversial nature, it may be necessary for the Coordinator of the P&P Committee to attend a meeting of the Board of Directors to address questions and discuss concerns about the policy – otherwise, many approvals can be accomplished through email.

2.3 Approval

A draft policy is not official KCR policy until it has received approval from the Board of Directors.

3.0 PROCEDURE DEVELOPMENT

3.1 Initiation

The initial idea for a new procedure generally comes from a KCR Committee in response to an emerging situation. It can also come from a staff person, the Policy and Procedures Committee, or the Board of Directors.

3.2 Development

Procedures are developed in two ways depending on the nature of the procedure. If a particular committee needs a procedure in place, the procedure is likely to be written within that Committee (the P&P Committee

is available for consultation and participation as requested). In contrast, if the P&P Committee was asked to write the procedure, it will be developed within that Committee much like a policy is developed. Where the issue at hand directly involves an other committee(s) at KCR, those individuals will likely be involved at least in consultation.

3.3 Approval

Once a final draft is available, the procedure can be implemented as an unofficial procedure. However, in order to become an official KCR Procedure, it must be approved by the P&P Committee. This approval involves checking the candidate procedure for consistency with existing policies and procedures, confirming its format, and reviewing the content. This approval step assures that KCR records will be updated accordingly (see section 4.2 below).

4.0 FORMAT, REVISIONS, NOTIFICATION, AND IMPLEMENTATION

4.1 Format

All KCR Policies and procedures have the same format. The first section (1.0 Introduction) provides a statement summarising what the policy or procedure addresses in addition to sections entitled Definitions (1.1) and Related Policies and Procedures (1.2). On the bottom left, the footer indicates the version's number and date. The major sections should be assembled in logical units and sub-units.

The final line of every policy and procedure provides the date when the first approved version was put in place.

4.2 Revisions

4.2.1 Making Revisions

Many KCR policies and procedures are frequently revised. Revisions to content must be approved as indicated above for original versions (sections 2.3 and 3.3). Revised policies and procedures must indicate the date of the final copy of the revision on the footer as indicated in 4.1.

The P&P Committee may undertake, without requesting or requiring approval of any kind, minor changes to wording (generally for clarity) that do not change the original intent of the document.

4.2.2 Incorporating Revisions

Incorporating a revised policy or procedure into the records of KCR can be done only by a member of the P&P Committee (which includes the Station Manager). All revisions must be updated in two locations: in the KCR Book held by the Station Manager at KCR and in the digital file of the KCR Book managed by a designated member of the P&P Committee.

4.3 Notification and Implementation

Once a policy is in final form (in its initial version or as a subsequent rewrite), it is emailed to all Directors, staff, and committee coordinators. The committee coordinators are responsible for distribution to the appropriate individuals within their respective committees, as they see fit.

Once a procedure is in final form (in its initial version or as a subsequent rewrite), notification is provided as follows: notification that the procedure is in place (refer to procedure in the KCR Book) via the Committee's monthly report to the Board; and as an attachment to an email sent to the appropriate Committee Coordinators for distribution and implementation within those committees (as determined through prior consultation). The Station Manager is responsible for appropriate distribution and implementation of any procedures not specifically related to an existing KCR Committee (eg, the *Access Procedure*).

The first version of this procedure was made official on December 14, 2000.