

# Section 1

## The Process for Developing KCDD Board Policy

### 1.1: Purpose of policies

The full Council, as the governing body of the Kansas Council on Developmental Disabilities (KCDD), is entrusted with the authority to establish policy for the governance of KCDD. As used in this manual, the term “Council” and “Board” are used interchangeably, because structurally the “Council” is the governing “Board” of KCDD. This policy manual establishes the parameters and guidelines for board members, committees, management and staff.

The purposes of our policies are to:

- inform everyone of board intent, goals and aspirations.
- prevent confusion among board members, staff and the public.
- promote consistency of board action.
- eliminate the need for instant (crisis) policy making.
- reduce criticism of the board and management.
- improve public relations.
- clarify board member, executive and staff roles.
- give management a clear direction from the board.

Adopted: \_\_\_\_\_ 08/11/2012 \_\_\_\_\_ Last revised: \_\_\_\_\_ 08/11/2012 \_\_\_\_\_

### 1.2: Management policies are not board policies

The KCDD board makes an important distinction between board policies and management policies. Board policies establish the broad parameters within which board, management and staff will operate. Management policies, developed and implemented by the executive director, outline the specifics of how the organization and staff will operate within board policy, as in accordance with the Federal Law

Personnel policies are an example of management policy developed and controlled by the Executive Director. The staff are employees of the state of Kansas and are held to the same standard and rules as any other state employee. The executive director can set policies and procedures in addition to the states. The executive director then informs the board if additional personnel policies are in place, provides board members with copies of the personnel policy handbook. The board is not directly involved with developing personnel policies other than to ensure that the executive director has carried out that project.

Once the board officially adopts a new board policy, that policy is the standard for dealing with the subject matter covered by the policy. If an issue comes before the board that is not in line with and runs contrary with the existing Board policy, the issue is out of order and will be considered only in terms of a policy change.

Adopted: \_\_\_\_\_ 08/11/2012 \_\_\_\_\_ Last revised: \_\_\_\_\_ 12/11/2017 \_\_\_\_\_

### **1.3: Policy requires a majority vote of the board**

All policy decisions will be made by majority vote of the board and only at board meetings. Before adopting any policy, all board members will receive a copy of the proposed policy in advance of the meeting at which the vote is to be taken.

Adopted: \_\_\_\_\_ 08/11/2012 \_\_\_\_\_ Last revised: \_\_\_\_\_ 08/11/2012 \_\_\_\_\_

### **1.4: Source of policies**

Policies may be recommended to the board by committees of the board, individual board members or the executive director. All proposed policies will be researched to ensure that they are legal, and do not contradict already established policy or bylaws of KCDD. If approved by the board, policies will be written, coded, dated at time of approval and included in all copies of the board policy manual.

Adopted: \_\_\_\_\_ 08/11/2012 \_\_\_\_\_ Last revised: \_\_\_\_\_ 08/11/2012 \_\_\_\_\_

### **1.5: Considerations for all policies**

All policies proposed to the board should be effectively vetted. The types of questions that Board members should ask themselves in adopting a proposed policy includes is this policy:

- really necessary for good operation of KCDD?
- is it in alignment with Council identified values
- consistent with our mission statement?
- within the scope of board authority?
- consistent with local, state and federal law, including the specific requirements of our federal funder as well as the federal DD Act and state DD Council Act?
- compatible with other policies of this board?
- practical?
- broad enough to cover the subject completely?
- enforceable?

Adopted: \_\_\_\_\_08/11/2012\_\_\_\_\_ Last revised: \_\_\_\_\_08/11/2012\_\_\_\_\_

**1.6: Accountability for carrying out policies**

The executive director will be accountable to the board for carrying out these policies, ensuring that all policies are effectively explained to the employees and making every reasonable effort to see that they are understood, accepted and complied with.

Adopted: \_\_\_\_\_08/11/2012\_\_\_\_\_ Last revised: \_\_\_\_\_08/11/2012\_\_\_\_\_

**1.7: Distribution of policy manual**

A copy of the board policy manual will at all times be available in the KCDD office for review and inspection by employees and board members. The policy manual will be available to board members on the web. Notice will be sent to board members after any policy change or addition is made by the Board.

Adopted: \_\_\_\_\_08/11/2012\_\_\_\_\_ Last revised: \_\_\_\_\_08/11/2012\_\_\_\_\_

**1.8: Amendment or suspension of policy**

All policies will be annually reviewed by the board or a committee of the board for accuracy and appropriateness, and recommendations will be made to the board for amendment, addition or elimination. Except as otherwise provided by law, any policy of the board may be suspended, repealed, amended, or waived by a majority vote of the board, when at least two full weeks in advance notice has been given to all board members of the intention to consider revocation, repeal, waiver, or amendment.

Adopted: \_\_\_\_\_08/11/2012\_\_\_\_\_ Last revised: \_\_\_\_\_12/11/2017\_\_\_\_\_