

Cooperative Boards

Board Policy Development

The Governing Board governs using written policies. Formulating policies and recommending them for adoption is a function of the Operational Board. The adoption of those policies is a function of the Governing Board. Written policies ensure legal compliance, establish Board processes, articulate Cooperative ends, delegate authority, and define operating limits. Board policies also provide the basis for monitoring progress toward Cooperative ends.

Policy Development

Anyone may propose new policies, changes to existing policies, or deletion of existing policies. Staff suggestions should be processed through the Executive Director. Suggestions from all others should be made to the Operational Board Chairperson or the Executive Director.

The Operational Board Policy Committee will consider all policy suggestions and provide information and recommendations to the Board.

The Executive Director is responsible for (1) providing relevant policy information and data to the Board, (2) notifying those who will implement or be affected by or required to implement a proposed policy and obtaining their advice and suggestions, and (3) having policy recommendations drafted into written form for Policy Committee and Board deliberation. The Executive Director shall seek the counsel of the Cooperative attorney when appropriate.

Policy Adoption and Dissemination

Policies or policy revisions will not be adopted at the Board meeting at which they are introduced except when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant. Further Board consideration may be given at a subsequent meeting(s) and after opportunity for community input. The adoption of a policy will serve to supersede all previous adopted policies on the same topic.

Board policies are available for public inspection in the administrative office during regular office hours and are available on the NDSEC website. Copy requests should be made pursuant to Board policy 2:250, *Access to Cooperative's Public Records*.

Board Policy Review and Monitoring

The Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required. The Board may use an annual policy review and monitoring calendar.

Executive Director Implementation

The Board will support any reasonable interpretation of Board policy made by the Executive Director. If reasonable minds differ, the Board will review the applicable policy and consider the need for further clarification.

In the absence of Board policy, the Executive Director is authorized to take appropriate action but shall promptly inform the Operational Board.

Suspension of Policies

The Board, by a majority vote of members present at any meeting, may temporarily suspend a Board policy except those provisions that are controlled by law or contract. The failure to suspend with a specific motion does not invalidate the Board action.

Board Review of Administrative Procedures

The Executive Director shall notify and provide a copy to the Operational Board of any new or modified administrative procedures.

LEGAL REF.: 105 ILCS 5/10-20.5.

CROSS REF.: 2:150 (Committees), 2:250 (Access to Cooperative's Public Records), 3:40 (Executive Director)

Adopted: 3/13/2000

Revised: 6/11/2012

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