

ESIP Policies and Procedures - Template

General guidance: Policies and Procedures...

- are procedures or general policies, not covered in the bylaws, that provide for the day-to-day operation of your committee/working group/cluster
- make frequent/common actions simpler and provide for fairness and continuity of board decisions
- are adopted and/or amended by a majority (more than half) vote of the group
- can be unique to each specific committee/working group/cluster and do not need to be approved by the ESIP Member Assembly

Example usage of Policies and Procedures might include...

- Definition of chair/co-chair selection process, when not already outlined by the bylaws
- Definition of officer roles and responsibilities
- Process for deciding on funding allocations
- Conventions on recording meeting notes, agendas, etc.
- Definition of recurring schedule for group's meetings, sessions, presentations, etc.
- (For standing committees) More specific goals of the group that might be more detailed than what is included in the bylaws

This is not an all-inclusive list of what might be included in such a document. Think about to when you first joined that group (or became part of the leadership) and what questions you had; those might be the types of items to include in a policies and procedures document for your group.

ESIP Constitution and Bylaws Committee (example)

The following are general policies and procedures to guide the operations of the ESIP Constitution and Bylaws Committee (C&B).

Source of C&B agenda items and issues to be considered:

- Executive Committee requests for review of suggested additions/changes to bylaws
- C&B committee members may raise issues (of their own or on behalf of others) for consideration by the committee
- Requests from other ESIP organizations for additions/changes to bylaws
- others?

Meeting Schedule: The C&B committee may not meet on a regular monthly schedule when there are no issues to be addressed, but rather meets in reaction to requests and issues.

Repository of Meeting Notes and Discussions: The ESIP wiki is used to record and track information about C&B meetings, discussion and decisions. Information on these are referenced for the [main C&B Committee wiki page](#).

Version Control of ESIP Constitution and Bylaws Documents:

- The constitution and bylaws are currently maintained and version controlled in an ESIP-managed GitHub project.
- New requests for changes are logged and discussed at GitHub project “issues”
- Draft changes are made in yearly “branches” to the main repository
- Changes are committed to the yearly branches following annual (or more frequent) Assembly votes on changes
- A record of the history or changes is maintained with the text of each of the documents
- (others?)