

Cooperative Boards

Board Policy Development

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

Policies or policy revisions will not be adopted at the Board meeting at which they are introduced (First Reading). Further Board consideration will be given at a subsequent meeting(s) (Second Reading). The Governing Board may grant temporary approval to meet emergency conditions or special events which may occur before formal action can be taken.

Policy Dissemination

Board policies are available for public inspection in the administrative office during regular office hours and are available on the NDSEC website. Copy requests can be made under NDSEC's Access to Cooperative's Public Records Policy (2:250).

Administration in Policy Absence

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

Suspension of Policies

The operation of any Board policy not established by law or contract may be temporarily suspended by a majority vote of Governing Board members present at a regular or special meeting.

Board Policy Review and Evaluation

The Operational Board shall periodically evaluate the execution and results of its policies and consider whether any modifications are required.

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