Policy & Bylaw Committee Charter

COMMITTEE NAME: Policy & Bylaw Committee

PURPOSE: The committee is charged with evaluating and updating bylaws and governance policies to meet the current and emerging needs of the Moscow Food Co-op, requirements of the law, and other discrepancies or conflicts.

STATUS: Standing

DUTIES: To fulfill the committee's purpose, Policy & Bylaw is responsible for:

- reviewing current policies and bylaws upon Board request.
- drafting revisions to policies upon Board request and in accordance with Co-op values, or drafting a report on why no revisions are necessary.
- proposing revised policies to the Board of Directors for approval.
- finalizing policy proposals based on direction from the Board of Directors.
- ensuring the Moscow Food Co-op policy manual is updated and distributed in a timely manner.

CHAIR: A Board member approved by the Board of Directors.

COMMITTEE COMPOSITION: The committee shall be composed of 2-3 directors.

MEETINGS: The committee will meet once a month, unless there are no policy referrals from the Board, in time to allow for presentation of policy proposals at the next Board meeting.

BUDGET: The committee will not require funds but will require the paid time of the Board's administrative assistant.

REPORTING TO THE BOARD: The committee will submit its meeting notes and draft policy revisions to the Board via the Board's agenda packet.

SELF-EVALUATION: The committee's self-evaluation will be conducted as part of the Board's annual evaluation. Attendance, progress, preparation, and quality of work should be evaluated.

Adopted July 22, 2014
Updated March 13, 2017