

**POLICY: PROCEDURES FOR THE ADOPTION AND AMENDMENT OF
BOARD POLICIES AND PROCEDURES**

1. When a need for a Board policy or procedure is identified, the Board President shall direct the Board Governance Liaison to create a draft resolution.
2. The draft resolution shall then be circulated to Board members for review and comment. Based on input from the Board, the draft resolution shall be revised as needed and re-circulated. Two draft iterations shall be permitted, leading to a final draft.
3. The final draft resolution shall be placed on a Board agenda and posted in the Foundation office and on the Foundation website for resident review prior to the Board meeting.
4. Comments may be communicated in writing to the Foundation office prior to the meeting. The Board, at its sole discretion, may schedule additional opportunities for resident input. Resident input shall also be taken at the designated Open Comment time on the Board agenda.
5. The Board shall vote to approve or disapprove the final draft resolution.
6. Upon adoption, the resolution shall be placed in the Board policies and procedures binder maintained in the Foundation office and shall also be posted on the Foundation website.
7. Board policies and procedure documents shall include the following information:
 - Approved By:
 - Supercedes:
 - Applicability:
 - Approval Date:
 - Effective Date:
 - Review Date:
8. Board policies and procedures shall be brought up for Board review by the stated review date.

APPROVED BY: Board of Directors

SUPERCEDES: None

APPLICABILITY: All Board policies and procedures

APPROVAL DATE: September 14, 2005

EFFECTIVE DATE: September 14, 2005

REVIEW DATE: 3 years (2008)