

By Laws, Policies & Procedures. What's the Difference?



Board Leadership: Governance Fundamentals

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March 2017

Welcome



In this session we will discuss

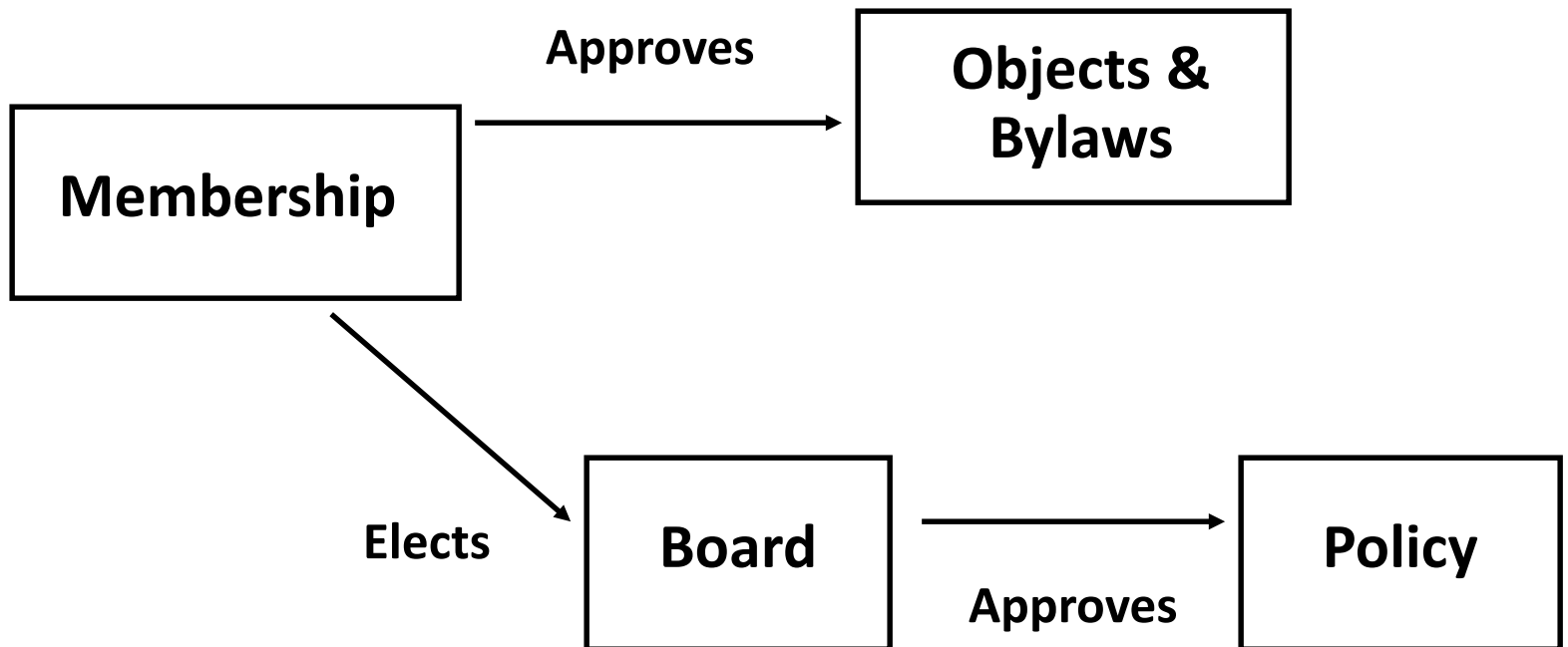
- Differences among bylaws, policies & procedures
- Types of policies
- Policy Development
- How procedures differ from policy



Governance

How the board exercises its authority, control and direction over an organization on behalf of the membership

Legal Context of Societies



Levels of Authority



- Governance
- Management
- Implementation

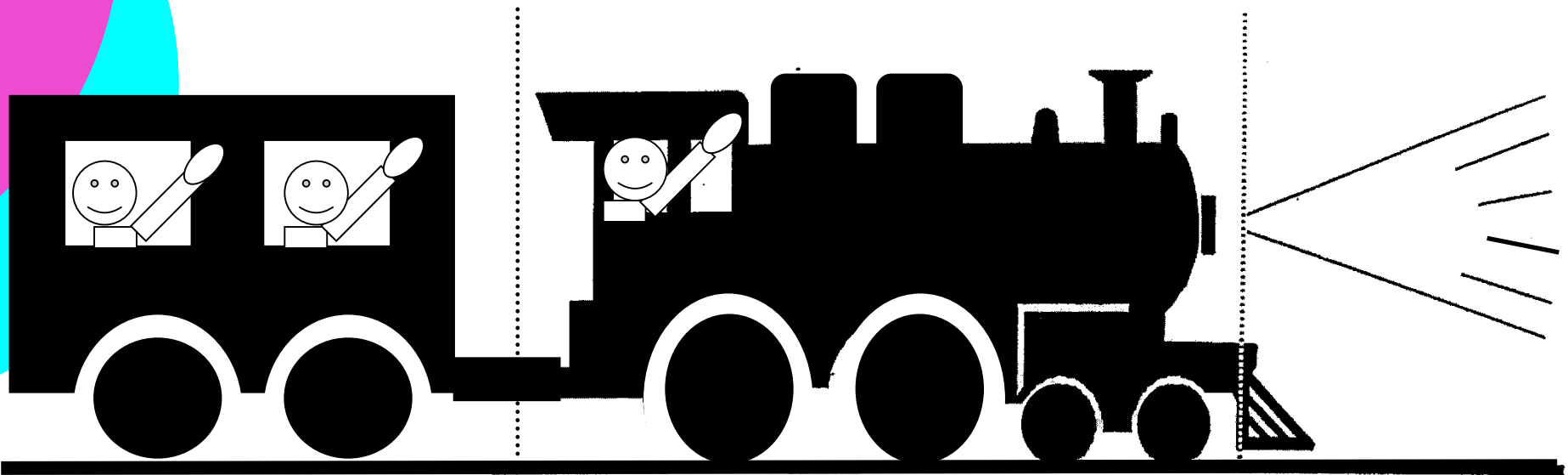
LEVELS OF AUTHORITY

Individuals and their Roles

Implementation

Management

Governance





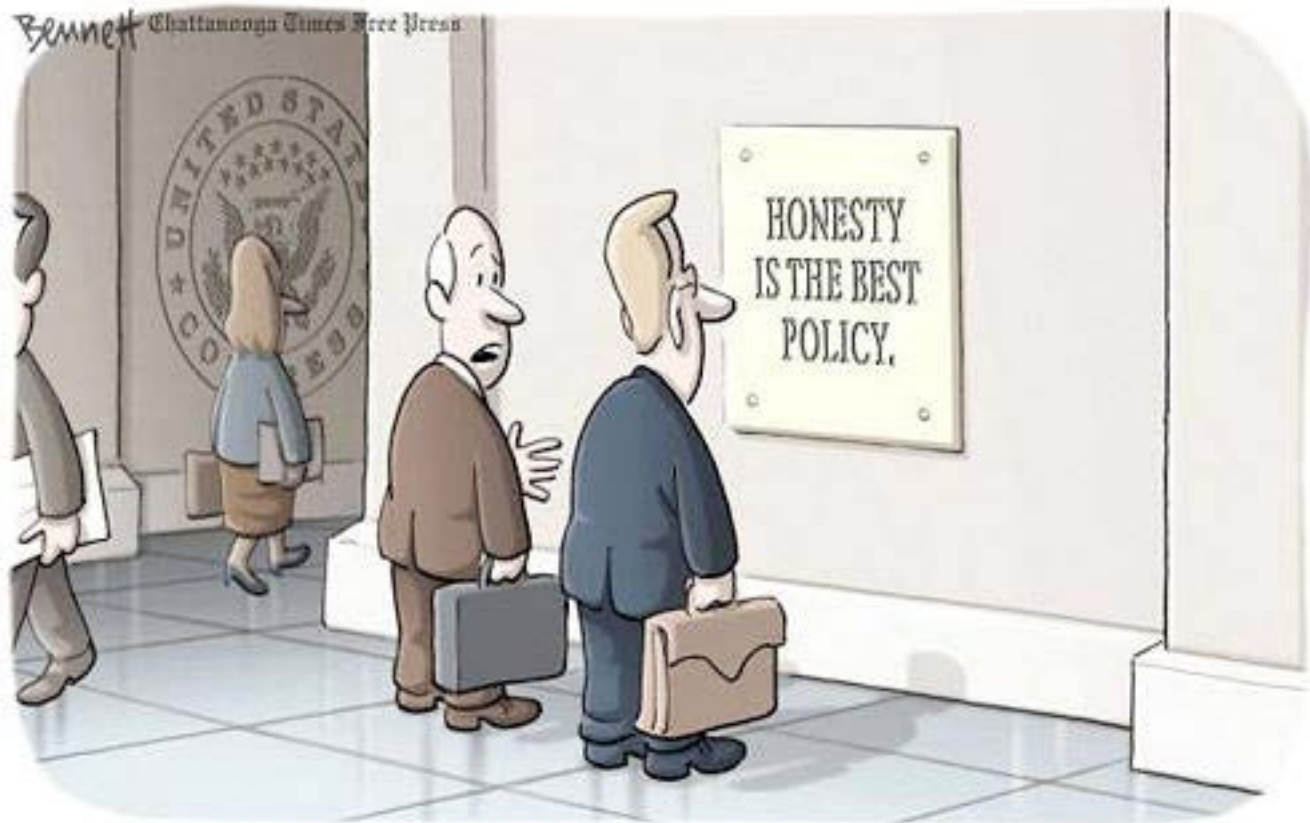
Differences Among Objects, Bylaws, Policies & Procedures

- Objects
- Bylaws
- Policies
- Procedures

Critical Contents of Bylaws

- KEY RESOURCES:
 - Alberta Societies Act
 - BDP workbook “Drafting & Revising Bylaws”

Policy Development



'So, what's the SECOND best policy?'

Policy Development



Procedures

Policy

Bylaws

Objects

Legislation

Types of Policies



- Framework
- Board Self-Governance
- Operational
 - Program, Personnel & Financial
- Advocacy

Foundations

Ta**R**get

Aim

Mission

BE**L**ief

W

Visi**O**n

R

K



Board Self-Governance



Bringing harmony and direction to our board roles.



Operational



Financial Personnel Program

Policies to implement and regulate the tempo and direction of the dance.



Advocacy



Board's method of relating the organization's beliefs, values, and philosophy to the community. Purpose is to create community support for the mission.

POLICY STRUCTURE



- Policy Checklist
- Key Planning Questions
- Policy Structure Sample

Policy Development



- Is it **CLEAR?**
- Is it **CONSISTENT?**
- Is it **DEFENSIBLE?**

Procedures



- Align with policies to designate how the work will be done
- Often specific to one area or aspect of the organization
- Developed and implemented by administration

What Goes Where?

Bylaws	Policies	Procedures

What Goes Where?



The quorum for general meetings of the organization

What Goes Where?

Bylaws	Policies	Procedures
<ul style="list-style-type: none">•The quorum for general meetings of the organization		

What Goes Where?



The expenses for which
board members will be
reimbursed

What Goes Where?

Bylaws	Policies	Procedures
	<ul style="list-style-type: none">•Expenses for which board members will be reimbursed	

What Goes Where?



Which form to use for
board member expense
claims

What Goes Where?

Bylaws	Policies	Procedures
		<ul style="list-style-type: none">•Which form to use for board member expense claims

What Goes Where?



What kind of decisions
the Executive Committee
can make

What Goes Where?

Bylaws	Policies	Procedures
	<ul style="list-style-type: none">• The kind of decisions the Executive Committee can make	

What Goes Where?



How directors are
appointed and removed
from the board

What Goes Where?

Bylaws	Policies	Procedures
•How directors are appointed and removed from the board		

What Goes Where?



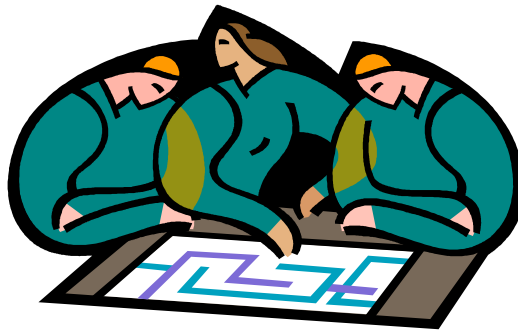
How meeting minutes
are circulated to board
members

What Goes Where?

Bylaws	Policies	Procedures
		<ul style="list-style-type: none">•How meeting minutes are circulated to board members

The Most Significant Issue

“Based on my experience, the most significant issue that is raised by our discussion is...”



Taking Action

“Knowing what I know now about bylaws, policies and procedures, over the next few months I want to...”



Board Development Program



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