|  |  |
| --- | --- |
| **Title:** **Policy and Procedure Development Process** | **Number:** |
| **Cross Reference:** | |
| **Approved by:** Texas State Council Board of Directors (BOD) | **Origination Date:** |
| **Revised by:** | **Approval Date:** |
|  | **Revision Date:** |

1. **PURPOSE:**

To outline a uniform approach for the development, format, review, approval and distribution process of Texas State Council’s Policies and Procedures consistent with the national Emergency Nurses Association (ENA) *Bylaws and Standard Procedures.*

1. **BACKGROUND/DEFINITIONS:**

Policies and procedures guide the operation of all organizations.

**Policy**: A document or statement that communicates a firm management decision regarding “what” is to be done in a given situation.

**Procedure**: A set of steps to be performed to obtain a specific outcome. It answers the “how to do” part of a questions.

The following list includes policies that all state councils/separately incorporated chapters are **required** to adopt, implement, and adhere to at all times per ENA Procedures:

* Conflict of Interest Policy
* Whistleblower Protection Policy
* Antitrust Policy
* Record Retention/Destruction Policy
* Investment Policy
* Reserves Policy
* Chapter Creation/Dissolution Policy (three tier states only)
* Chapter Probation Policy (three tier states only)
* Federal Tax ID Number Use Policy (includes separately incorporated chapters)

ENA recommends the following policies in order to further promote the corporation’s effective governance and operations:

* Travel Reimbursement Policy
* Orientation for Newly Elected Officers and Directors
* Board Ethics Statement
* Taking Board Action Outside of a Meeting
* Committee Appointment Process
* Awards Policy
* Financial Accounting and Banking
* Credit Card Usage Policy
* Delegate Reimbursement Disclosure Policy
* Delegate Selection Process
* State Supported TNCC and ENPC Course Policy

1. **PROTOCOL/PROCEDURE:**
2. The BOD, with input from the Texas General Assembly and Committees, will determine the need for a specific Policy or Procedure or revision of an already existing Policy or Procedure

.

1. The Board of Directors in collaboration with the Bylaws, Policy & Procedure Committee will assign the appropriate person(s) to draft said Policy or Procedure.
2. The Texas State Council approved policy template shall be used for all policies and procedures.
3. The policy writer will assure that discussion of all new and revised policies are conducted with all representative groups affected by the policy.
4. Officer titles shall be used to identify any role specific areas within operational policies and procedures.
5. Draft Policies will be submitted to the Bylaws, Policy & Procedure Committee for review prior to the submission to the BOD.
6. Any new or revised Policy and Procedure will be reviewed, amended if necessary, and approved by the BOD.
7. Texas State Council will review their Policies and Procedures in odd numbered years and as determined by the BOD.
8. All Policies and Procedures shall be maintained in an electronic file.