BOARD POLICY REVIEW

Document Number:	BP-06	Version:	1.1
Effective Date:	November 21, 2022	Last Revision Date:	
Policy Owner:	Amy Brown Coffin	Approved By:	

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Revision Table

Version	Effective Date	Revision Author	Summary of Revisions
1.1		Amy Brown Coffin	Updated to new template and owner; Enhanced roles & responsibilities; Added Minor Revisions section

I.

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I.   Purpose Statement

The policy is intended to ensure timely review of board policies.

II.   Regulatory / Legislative Requirements

None

III.   Scope

This policy was established to provide guidelines and procedures for review of board policies.

IV.   References

None

V.   Definitions

Term	Definition
GRC System	Governance Risk Compliance system is used for tracking risk management, internal controls, and compliance issues and standards

VI.   Roles & Responsibilities

Role	Responsibility
Board Secretary	• Collects and distributes policy public comment and board feedback to staff and policy owner

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	• Posts draft policy and aggregated policy public feedback with board agenda attachments
Chief Risk & Compliance Officer	• Oversee policy updates and revisions • Ensures that board policy is reviewed annually by the board • May present policy revisions to the board
Policy Owner	• Make recommendation for policy changes • Internally approve policy changes • May present policy revisions to the board

VII. Policy

Outdated policies leave an organization at risk. The UIPA board is committed to a proactive approach of regularly scheduled review of all board policies. Staff is directed by the board to annually review each policy and recommend any revisions as appropriate to reflect changes in applicable statutory requirements and changes in the organization's programs and operations to maintain standards and best practices. Any recommended revisions will be brought to the board for review, discussion, and final approval.

The review process may not always result in policy revision. Some policies may need major changes and revisions, some may only need a few small changes, and others may need no revisions at all. However, all policies will be reviewed annually to assess the following:

1. Have any statutory changes been made?
2. Have any programmatic changes been made?
3. Is the policy being implemented as intended?
4. Is the policy having the desired effect?
5. Is the policy still needed?
6. Have current, new, or emerging risks been added or retired that affect the policy?

To maintain a proactive approach, interim review of policies may be necessary. Organizational change, changes to statute or programs that require immediate implementation, or unintended consequences as a result of implementation may result in an interim review of specific policies.

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Policy reviews and revisions will be tracked and monitored within the UIPA GRC system to ensure the most up-to-date policy is available and implemented.

VIII. New Policies or Policy Revisions

Unless there are critical needs (e.g., audit remediation, ethics violations), new policies or policy revisions will have a minimum of 2 board meetings to present, collect feedback, revise, and implement. Prior to a board meeting where new policies or policy revisions are presented, new policy or policy revision drafts will be publicly posted at a minimum of 7 calendar days.

New Policies

Policies to be considered for adoption by the board will be presented to the board in public meetings as follows:

- Meeting #1: New policy draft will be presented to the board by the staff for board discussion and for public comment. The draft will, at minimum, include the policy intent (e.g., purpose statement and scope that states what the policy is intended to accomplish and desired outcomes).
- Meeting #2: Policy draft revisions are made and presented to the board for vote.
- Additional Meetings at the discretion of the board may be held to ensure that needed draft policy revisions are made.

Policy Revisions

- Meeting #1: Policy owner or Chief Risk & Compliance Officer presents policy with any recommended changes to the board.
- Meeting #2: Policy revisions are made and presented to the board for vote.
- Additional Meetings at the discretion of the board may be held to ensure that needed draft policy revisions are made.

Minor Revisions

Minor policy revisions for non-substantive changes, link updates/corrections, correction of errors (including grammatical and types), policy owner changes, or policy template updates will not be presented for board approval. These changes

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will be approved by the Executive Director. Any minor policy revisions will be denoted as a minor revision (e.g. 1.1, 1.2) in the revision table.

IX. Board Feedback

Board feedback on policy drafts and revisions will be collected by the Board Secretary and shared with the designated policy owner and Chief Risk & Compliance Officer. The policy owner and/or the Chief Risk & Compliance Officer will make changes based upon board feedback.

X. Public Feedback

Before a new policy or policy revision is voted on by the board, public comment will be held. The public comment will be conducted in a board meeting prior to board vote. Public feedback may also be received via the UIPA website contact form.

Public feedback on policies will be included in policy revisions at the discretion of the UIPA board and staff.

All written comments will be collected and submitted to board members for review and added as supplements to the board meeting minutes.

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