

Policy Number: 1201  
Policy Title: Adoption, and Cancellation  
of Policy  
Date Adopted: January 28, 2015

Purpose

To specify methods, responsibilities, and procedures to be followed by the Board and CSB when formulating, establishing, reapproving and canceling Board policy.

Policy

Board policy will be established using the following guidelines:

1. Any person may present an issue for policy consideration to the Board.
2. If the Board agrees that a policy on a particular subject should be developed, it will direct the Executive Director to draft a policy for its review.
3. Formal Board adoption of policy routinely shall proceed as follows:
  - a. The Executive Director or designee shall present a draft policy to the appropriate committees and the Board for review and comment.
  - b. The review process will facilitate maximum consumer and family member participation, including the posting of policies being considered on the CSB web site for public review and comment.
  - c. A new policy may be adopted or a previously approved policy may be revised in a two-month cycle. The first presentation shall be for information and the second for approval.
  - d. If the new or revised policy is considered by the Board to be responsive to emergency circumstances, the Board may adopt the policy at the first presentation.
4. Reapproval of a policy which contains no revisions or cancellation of a policy may occur upon its first presentation.
5. All policies will be reviewed by the Board and reapproved at least every three years.
6. The sole responsibility for review and action on policy matters lies with the Board.

Approved

  
Secretary

January 28, 2015  
Date

Policy Adopted: January 10, 1978  
Revision Adopted: February 22, 1978  
Revision Adopted: November 15, 1989  
Revision Adopted: August 24, 1994  
Revision Adopted: April 23, 1997  
Revision Adopted: March 29, 2000  
Policy Readopted: April 23, 2003  
Revision Adopted: March 18, 2009  
Policy Readopted: April 29, 2009  
Policy Revised: January 28, 2015