



**PROCESS FOR ADOPTING AND AMENDING
CHAPTER COUNCIL POLICIES**

ADOPTED AS AMENDED 5 JUNE 2004

1. Background

The Chapter Council adopts and amends policies in support of the CNPS Mission and Vision. This document describes the process that the Chapter Council uses to adopt and amend such policies.

2. Process

Whenever a proposal is made to adopt or amend a policy the following process will be followed:

1. An individual will be appointed to “sponsor” the proposal. The sponsor need not be a member of the Policy Committee, but should be an individual who fully understands the proposal. The sponsor is encouraged to establish an ad hoc discussion group to help work on the proposal throughout the process.
2. The sponsor will submit the proposal to the Policy Committee along with the supporting materials as described in Section 5.
3. The Policy Committee will review the proposal, discuss it internally, and consult with relevant staff and volunteers including Program Chairs to arrive at a preliminary recommendation for action on the proposal. The Policy Committee will convey its recommendation to the sponsor and the Chapter Council Chair. The recommendation may be to forward the proposal to the full Chapter Council for discussion and possible action, or the recommendation may return the proposal to the sponsor for further work, in which case the cycle of submission and review will continue until the Policy Committee recommends that the proposal be submitted to the full Chapter Council for discussion and possible action.

At its option, the Policy Committee can forward proposals to the full Chapter Council that the Policy Committee does not support. The Chapter Council Chair can also unilaterally require the Policy Committee to forward a proposal to the full Chapter Council.

The Policy Committee understands that proposals may be time critical and will attempt to expedite its deliberations accordingly. However the sponsor understands that the committee is composed of volunteers with other commitments and that the committee’s deliberations may be protracted. In general, Sponsors should not expect the committee to supply a recommendation in less than one (1) month.

4. When a proposal is forwarded to the full Chapter Council for consideration, the Policy Committee will provide Chapter Council delegates with the full text of the proposal, the supporting materials, and the Policy Committee's recommendation so that the Chapters can have at least forty five (45) days to examine these materials before discussing the proposal.
5. Once a proposal is submitted to the Chapter Council, the Chapter Council can approve the proposal, in which case the proposal becomes effective immediately, unless some provision in the approved proposal states otherwise. The Chapter Council can also recommend changes or further deliberation on the proposal and refer it back to the Policy Committee for additional review cycles with the sponsor.

Supporting Materials

Whenever a sponsor submits a proposal to adopt or amend a policy, the proposal will include supporting materials that explain and support the proposal. These materials should include:

1. A rationale explaining why the proposal is needed, and how it support's the Society's mission.
2. A summary of the expected results if the proposal is approved.
3. A summary of any legal implications of the proposal.
4. A summary of any financial or Society resource consumption implications of the proposal.