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3.2.4: Maintenance of Board Policies and Governance Documents

Purpose: This policy codifies the authority of the Secretary with regard to maintaining governance policies and documents.

Applies to: Officers and Directors

Purpose

The purpose of this policy is to codify the authority of the Secretary.

Background

On occasion, the Board of Directors may approve a motion or policy that presents a minor conflict(s) with existing policies, such as adding a responsibility to a committee or officer, changing the name of a program, group, etc. For example, the names of the Operational and Strategic Oversight Committee and the External Relations Committee were changed to more accurately reflect their duties. References to these committees by name in other policies or committee charters required updating to maintain consistency of the governance documents.

Policy

In order to maintain the accuracy and consistency of Board policies or governance documents, the Secretary of the Society shall be authorized to make minor “housekeeping” corrections to governance policies or documents to keep them consistent with the most recent Board motions or policies. **In no case shall the current intent of the Board be changed.** The Board must be notified of the changes in a timely manner, not to exceed thirty days.

Deliverables: Notification to the Board when changes are made to policies or governance documents.

Who: Secretary

When: As required

To: Board

Policy first adopted: July 29, 2011

Last modified:

Last reviewed: July, 2014 (Sec/ED/EA)

Enacting Legislation: B:2011:36

Policy created by: GovCom Party responsible for this policy: Secretary, GovCom