

## Chapter 2 – Section 2.4

### Policy & Procedures Development & Maintenance

**POLICY:** The Rotonda West Association's (RWA) Board of Directors seeks to operate in an efficient, organized, clear and consistent manor which promotes good management practices in carrying out its fiduciary responsibilities to the RWA membership and community. This will be accomplished through a Policy System of Operations and Governance.

#### I. Policy Definition

- A. Policy is defined as a high-level overall governing plan with a definite course or method of action to guide and determine present and future decisions. Written Board policy shall govern the conduct and affairs of the Association and shall be binding upon the members of the community.
- B. A Policy shall:
  - 1. State a position taken by the Association;
  - 2. Grant the authority to act;
  - 3. Be sufficiently detailed to give adequate direction;
  - 4. Be achievable within the real environment of the community and
  - 5. Comply with all RWA governing documents and applicable laws.

#### II. Policy Adoption and Revision

- A. The adoption of a written policy shall occur only after the Resolution presented in an approved format has been moved, discussed and voted on affirmatively at two consecutive meetings of the Board (i.e., the "first reading" and the "second reading"). The policy draft may be amended at the second Board meeting.
- B. The formal adoption of a written Board policy shall be recorded in the official minutes of the Board. The adopted policy shall be appended in its entirety to the official minutes and shall also be filed along with supporting procedures in the official Policy Manual.
- C. It shall be the Board's responsibility to keep its written policies up-to-date so that they may be used consistently as a basis for Board actions and administrative decisions. Individual Board members and the Manager are given the continuing commission of calling to the Board's attention all policies that are out-of-date or for other reasons appear to need revision or repeal.

#### III. Policy Management

- A. The formulation, adoption and maintenance of written policies and procedures shall be carried out as set forth in part II, above. The Manager may act as an advisor to the Board in the development, revision and/or repeal of written Board policies. The Board may seek input from the community where appropriate.

## RWA POLICY & PROCEDURES

- B. Approved policies shall constitute the Operating Structure of the Association, and must not be in conflict with any applicable law and/or regulation.
- C. The official record of the adoption, revision, or repeal of the policies of the Rotonda West Association, Inc., shall be contained in the minutes of the meetings of the Board and reflected in the official Policy Manual.
  - 1. The Rotonda West Association's (RWA) Policy Manual shall be kept in a digital format and housed on the RWA's computer server and will be available for viewing on the RWA web site. It will be password protected and accessible for editing only by the RWA Manager and/or his/her designee.
  - 2. The Policy Manual will include: a Title Page, Introduction, Table of Contents and all Approved Policies and Procedures, separated into chapters. Each policy will be followed by, or contain, the procedures which implement that policy. Other pertinent documents such as forms, charts, diagrams and maps may be added to the Policy Manual at the discretion of the RWA Board of Directors.
  - 3. A printed duplicate version of the Policy Manual will be contained in a three-ring binder and shall be housed in the RWA Office at the Community Center. Each chapter will have a tabbed page indicating Chapter number. After that tab will be all the policies pertaining to the Chapter.
  - 4. Both the official digital version and the printed version will be maintained by the RWA Manager and/or his/her designee. Maintenance will include the insertion of approved new and/or revised policies and procedures in effect for the RWA and the removal of outdated policies and procedures. This will be done for both the official digital version and the printed version within 48 hours after the RWA Board has taken action on such policies.
  - 5. The printed version of the Policy Manual, exclusive of any confidential material so permitted by Statute or the Governing Documents, will be available for public inspection.
- D. The official Rotonda West Association's Policy Manual will reside on the RWA server and will be available for viewing on the RWA web site. If discrepancies arise between the digital document and any printed document, the digital document will prevail.

### IV. Procedures

- A. The Board may approve and maintain written detailed procedures on how Board policies will be implemented. Procedures may be approved with the Resolution creating the policy. If procedures are adopted after adoption of the policy they support the procedures will also be attached to the policy in the Policy Manual.
- B. Procedures will contain specific details that will ensure the effective implementation of the given policy. The procedures must in every respect be consistent with the policies adopted by the Board.
- C. Procedures shall be approved and/or revised by a motion from a Board Member at a regular Board Meeting with a majority vote. No second reading and vote is required. The Board may charge the Manager to assist in the development of the procedures.
- D. All approved procedures will be kept with the policy they implement in the Board's official Policy Manual.

### V. Records Retention Policy

- A. All policies and procedures shall be kept in digital format. The only exception to this are Florida Statutes, Certificates Issued by government bodies, and the like.
- B. All such digital files shall be password protected and accessible only by the Board Member responsible for Policies & Procedures or by a staff person authorized by the responsible Board Member. Passwords to these digital files shall be kept on the back up devices.
- C. All original files shall be backed up on a separate memory device or portable hard drive. Those back up devices shall be secured in a locked environment within the RWA Office. In addition, The Board Member responsible shall also maintain a duplicate digital copy away from the RWA Offices.
- D. Printed copies of all Policies and Procedures shall be maintained in a binder by the Office Staff. This binder is to be available to anyone, but may not be removed from the offices.