

		COLUMBIA IRRIGATION DISTRICT Policy 1.2			ORIGINALLY APPROVED: Jerry Sleater President Board of Directors	
		<i>“Proposing, writing, formatting, authorizing and revising Policies and Procedures”</i>			DATE: 3 April 2012	
		Effective Date: 5 April 2011		Revision: 1		
<i>Revised</i>	<i>Revised</i>	<i>Revised</i>	<i>Revised</i>	<i>Revised</i>	<i>Revised</i>	
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	
Initial: _____	Initial: _____	Initial: _____	Initial: _____	Initial: _____	Initial: _____	

A. Policy:

Policies and Procedures of the Columbia Irrigation District (District) shall be developed and implemented to establish direction and consistency of business management and practices.

B. Definitions:

1. Policy – A policy states District’s Position concerning the conduct, management, or plan of action in/on a particular area within the District business scope.
2. Policy Initiation – A draft policy and the applicable procedures through which the policy is carried out may be created or proposed by any Employee, Director, or Patron of the District or as directed by the Board of Directors (BOD), District Manager.
3. Proposed-Policy Approval – Policies shall be proposed to/by the BOD and/or District Manager for approval, assignment, and implementation of draft preparation for final review and approval.
4. Policy Authorization – Initial policies and all succeeding revisions shall be approved by motion of the Directors. All policies and procedures that are approved and signed for implementation shall be adhered to by the BOD and all Employees of the District.
5. Policy Review and Revision – All policies and procedures shall be reviewed biennially by the BOD, District Manager, and Office Manager to ensure that they are still applicable. Policy revision shall occur as required or when a deliberate plan of action redirects a previously approved policy.
6. Procedure – A District procedure is a specified series of actions, instructions, or operations that implement a policy or portions thereof.

C. References:

All laws, statutes, codes, court orders, policies, etc., that influence, direct, and/or require a deliberate plan of action under a policy shall be listed in the policy and also in the relevant procedures.