

Policies and Procedures Committee Charter

Committee Type:	Standing Committee
Authority:	SILC Bylaws, Article 2, Section 2.17; Article 7
Effective Date:	May 7, 2026
Last Revised:	March 2026

I. Purpose

The Policies and Procedures Committee is responsible for developing, reviewing, and maintaining the SILC's policies, procedures, and governance documents. This includes the Bylaws, the Policies and Procedures Manual, and any other governance-related documents. The Committee ensures that the SILC operates in compliance with all applicable federal and state requirements and adheres to best practices in nonprofit governance.

II. Scope of Authority

- Draft, review, and recommend policies and procedures for Council approval.
- Review and recommend amendments to the Bylaws, subject to the amendment process described in Article 7, Section 7.1.
- Ensure all policies comply with the Rehabilitation Act of 1973, as amended by WIOA, ACL requirements, and applicable Hawaii state law.
- Develop and maintain the seven federally required policies: Conflict of Interest, Financial Management, Accessibility, Communications, Dispute Resolution, Code of Conduct, and Member Recruitment and Selection.
- Conduct an annual review of all policies and procedures and recommend updates as necessary.
- Interpret existing policies and procedures when questions arise and provide advisory guidance to the Council.

- Review governance best practices from other SILCs and nonprofit organizations to inform recommendations.

III. Composition

The Policies and Procedures Committee shall consist of:

- A Committee Chair appointed by the SILC Chair
- At least two (2) additional Council members
- The Executive Director (non-voting, staff support)

Members with experience in governance, legal, or regulatory compliance are encouraged to serve. The Committee may consult with legal counsel or subject matter experts as needed.

IV. Meetings

- The Policies and Procedures Committee shall meet at least quarterly, or more frequently as needed during policy development periods.
- A majority of Committee members shall constitute a quorum.
- Meetings may be conducted in person, by telephone, or by video conference.

V. Responsibilities

Policy Development

- Identify areas where new policies or revisions are needed.
- Draft policies and procedures following a standardized format.
- Present draft policies to the full Council for discussion, comment, and approval.

Bylaws Governance

- Review the Bylaws periodically and recommend amendments as needed.
- Ensure compliance with the amendment procedures in Article 7, including proper notice to members.

Federal Compliance

- Monitor federal and state regulatory changes affecting SILC operations and governance.
- Ensure the SILC maintains all required policies per SILC Indicators and ACL standards.
- Coordinate with the Executive Director to ensure staff are trained on policy revisions.

VI. Reporting

- The Committee Chair shall report on policy development activities and any recommended changes at each regularly scheduled Council meeting.
- Minutes of all Policies and Procedures Committee meetings shall be recorded, approved, and made available to Council members.

VII. Review

This charter shall be reviewed annually by the Policies and Procedures Committee and the full Council.