

NCMD Policy No.1 Issue.1 Policy Guide

1. The Policy Documents are a set formula for dealing with the day to day running of the NCMD in conjunction with The Constitution.
2. The Policy Documents outline the roles, responsibilities, processes, and procedures to be used by the Policy Committee, Trustees and Members, as well as the protocols for interaction between them.
3. They shall be published and available for all the Policy Committee, Trustees and Members to see and use.
4. The creation and revision of Policy Documents is under the remit of the Communications Officer who will lead a “Draft Policy Documents” subcommittee to do the work on New Policies and Major Revisions. Minor Revisions may be done by the Communications Officer.
5. The Subcommittee shall work by consensus. If they cannot reach consensus on an issue, they shall put the matter to the Full Policy Committee for discussion/decision.
6. After the Draft Policy/Revision is written and agreed by members of the Subcommittee, if in place, it shall then be sent to the full Policy Committee for discussion and comment.
7. After a period for discussion, comment and any necessary changes, the Policy Committee Members will be asked to formally sign off the document. If a Policy Committee Member feels unable to sign off the document, and the issue cannot be resolved by discussion, it will go to a meeting of the full Policy Committee for a decision by majority vote.
8. New policies can be added, or a policy revised, if it is felt necessary by the Policy Committee.
9. Part of the Trustees roll is to take an overview of policy, suggestions for improvement will be considered by the Policy Committee. However, if the Trustees have concerns about a Policy Document and where those concerns fall under its remit, e.g. does not put the needs of Members first, they should formally write to the Policy Committee asking for a review.
10. In the event of a conflict between a Policy Document and The Constitution, The Constitution applies.