1. **Purpose:** Policies are principles, rules and guidelines adopted by an organization to assist in reaching its long-term goals. Policies and procedures are designed to influence and determine all major decisions and actions. All activities take place within the boundaries set by these policies and procedures. Procedures are the specific methods used to express policies in action in day-to-day operations of the organization. All ACNN members are expected to abide by the organization’s policies and procedures when involved in ACNN activities.

2. **Policy:** To provide ACNN with consistent processes for developing, revising, reviewing, and approving organizational policies and procedures.

3. **Procedure:**
   3.1 Developing New Policies and Procedures
   3.1.1 The need for a new policy is identified and approved by the Board of Directors
   3.1.2 The President or delegate assigns an author or authors to develop the policy
   3.1.3 The policy author will use the ACNN Policies and Procedure template when creating the policy
       3.1.3.1 Procedures will include all relevant tasks, responsibilities, responsible persons/positions, lines of communication, timelines, criteria, monetary values, commitments, requirements, reporting and documentation, and will make reference to other relevant policies, guidelines and ACNN documents as appropriate.
   3.1.4 The policy author submits the draft policy to the Chair of the Policy and Procedure Review Committee for review by the committee
   3.1.5 The author will respond to queries and make changes to the policy based on the recommendations of the Policy and Procedure Review Committee
   3.1.6 The Policy and Procedure Review Committee approves the policy and submits to the Board for final approval
3.1.7 Approved policies will include an approval date and the term years of the approving Board, and be posted on the ACNN website by the National Office

3.2 Revising existing Policies and Procedures

3.2.1 The Policy and Procedure Review Committee will identify when a policy is due for review

3.2.2 Policies will be reviewed at least every 3 years or more frequently if necessary

3.2.2.1 Each policy will include a Next Review Date

3.2.2.2 The Board will identify if a policy needs to be revised prior to its Next Review Date

3.2.3 The Policy and Procedure Review Committee Chair, in collaboration with the Board and committee members, will identify and assign a policy reviewer

3.2.3.1 The policy reviewer will make all necessary revisions, obtaining input from relevant stakeholders (e.g., Board members, Committee Chairs, National Office)

3.2.3.2 The Policy and Procedure Review Committee will review and approve all revised policies prior to submitting to the Board for final approval

3.2.3.3 Revised policies will include an approval date and the term years of the approving Board, and be posted on the ACNN website by the National Office

3.3 Responsibilities of the Policy and Procedure Review Committee

3.3.1 Provide consultation to new policy authors

3.3.2 Identify existing policies that require review and assign a policy reviewer to make all necessary revisions

3.3.3 Review all policies to ensure clarity, accuracy and consistency, and make recommendations to authors and reviewers

3.3.4 Approve all policies prior to submitting to the Board for final approval

3.3.5 Determine a Next Review Date for each policy