

CIVIC SAN DIEGO BOARD POLICY

Section: 1.0 – Governance
Sub-section: 1.01 – Adoption of Policies
Effective Date: May 23, 2018

1. PURPOSE

1.1 To establish clear and meaningful policies for the CORPORATION, which will guide the management of the CORPORATION and ensure consistent, efficient, and transparent processes.

2. EFFECTIVE DATE AND AMENDMENTS

2.1 This Policy shall be effective upon the approval of the BOARD. This Policy may only be amended by approval of the BOARD, except as provided in Section 5.8 of this policy.

3. DEFINITIONS

3.1 BOARD – The Board of Directors of the CORPORATION.

3.2 BY-LAWS – The Amended and Restated By-Laws of the CORPORATION, adopted July 31, 2012 (Document No. R-307539).

3.3 CORPORATION – Civic San Diego.

4. PROCEDURES

4.1 The President is authorized to establish and disseminate administrative procedures to implement this Policy, as applicable.

5. POLICY

5.1 Policies should serve as a guide for the oversight and management of the CORPORATION.

5.2 Policies shall comply with the BY-LAWS.

5.3 Policies shall address among other things the internal operation and/or governance of the CORPORATION including:

- Governance
- Ethics and Conflict of Interest

- Financial and Accounting
 - Purchasing and Contracting
 - Personnel and Human Resources
 - Document Retention
- 5.4 All policies shall be approved by the BOARD. In addition, the Fiscal & Financial Policies and the Purchasing & Contracting Policies shall be submitted to the Chief Financial Officer of the City of San Diego for review and comment, then to the City Council of the City of San Diego for review and approval. The Conflict of Interest Policy shall be submitted to the San Diego City Clerk's office for review and comment, then to the City Council of the City of San Diego for review and approval.
- 5.5 All policies should be made available to the BOARD and to the staff of the CORPORATION.
- 5.6 Consistent with the BY-LAWS, policies should be posted to the CORPORATION'S website.
- 5.7 The BOARD shall periodically review all policies for consistency with the CORPORATION'S operations and applicable federal, state, and local laws including those of the City of San Diego. To the extent federal, state or local laws preempt any provision of these policies, the federal, state or local laws shall be followed.
- 5.8 The President is hereby authorized, without prior approval of the BOARD, to update any policy that may be affected by changes in the law or statues, so long as the change does not have a material effect to the policy. The BOARD should be apprised of any changes as soon as reasonably possible after the change has been made.