

**RESOLUTION**

**RESOLUTION NUMBER: 16-XXX**

**TITLE: Governance Policy Review and Compliance Process**

**WHEREAS** The Minnehaha Creek Watershed District Board of Managers has adopted and maintains a Governance Manual setting forth policies and procedures for the effective performance of Board member roles and responsibilities;

**WHEREAS** While each manager is responsible to conform his or her actions to adopted policy, the Board of Managers is responsible to assure compliance with such policies and considers it appropriate to establish a process for reporting any instances of non-compliance;

**WHEREAS** Staff is not responsible to police Board member conformance to policy, but the Board of Managers considers it appropriate for staff to have a clear procedure to raise a concern if a manager’s possible violation of policy affects staff’s work performance or the progress or outcome of work for which staff is responsible;

**NOW THEREFORE BE IT RESOLVED** that the Board adopts the following policy:

- A manager who believes that another manager may have violated a policy will seek to review the concern with the other manager. If the concern remains, he or she will ask the executive committee for informal review.
- A staff member who believes that a manager may have violated a policy in a respect that may affect his/her work performance, or the progress or outcome of work for which he or she is responsible, should raise the matter with his or her supervisor and the administrator. If the administrator shares the staff concern, he or she will review the concern with the manager, with notice to the executive committee chair (or other executive committee member if the chair is the manager in question). If the concern remains, he or she will ask the executive committee for informal review.
- The executive committee may review the matter and may move the matter to the board agenda or simply report to the full Board. The Board may make a finding as to whether it believes the manager has violated a policy, and may take any action as is within its authority.

**FURTHER BE IT RESOLVED** that the Board directs this policy be inserted into the Governance Manual at page 22, Policy #4: Governance Process, Board Members’ Code of Conduct, and in the Employee Handbook, Problem-Solving Process, at page 18.

Resolution Number 16-XXX was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_. Motion to adopt the resolution \_\_\_ ayes, \_\_\_ nays, \_\_\_ abstentions.

\_\_\_\_\_  
Kurt Rogness, Secretary

Date: January 28, 2016