



WSTIP Policy Manual			
Document Name:	Policy Governance Defined and Explained	Date Adopted:	10/01/2008
Category:	Organizational Planning	Revision Date:	04/28/2011
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Policy Governance Defined and Explained

Purpose

To assist all persons interested in the Pool's governance locating and interpreting the documents which contain and embody that governance.

Authority

1. Interlocal Agreement, Section 5 (Bylaws); and
2. Bylaws, Article XII, Governance Documentation Procedure.

Policy Statement

1. Except for matters contained in its Interlocal Agreement and Bylaws, the Pool shall memorialize its governance in this "WSTIP Policy Manual."
2. The Policy Manual shall be divided into the following categories: (1) finance; (2) governance; (3) operations; and (4) organizational. On a quarterly and rotating basis the Pool's Executive Committee or a subcommittee established by it shall review the policies in each category, and if appropriate, recommend revisions. The review shall be for currence and clarity.
3. The Pool has phased out its traditional resolution style of governance in favor of policy governance as defined and explained in this document. The reason for this shift is to make the Pool's governance easier to understand by establishing a comprehensive set of policy statements organized by topic.
4. The Pool shall memorialize its governance in writing to the maximum extent possible. This will reduce one's need for institutional knowledge to understand the Pool's goals, procedures, and functions.
5. The Pool has reviewed all resolutions and has repealed all resolutions except for those it has decided to retain as legacy resolutions. All legacy resolutions are referenced in Policy on Legacy Resolutions.
6. The hierarchy of control for the Pool's governance documents is:
 - a. Interlocal Agreement;
 - b. Bylaws;
 - c. WSTIP Policy Manual and its policy governance segments;
 - d. Retained legacy resolutions; and
 - e. Passed motions documented in meeting minutes authenticated by the Pool's Secretary.

Responsibilities

1. The governing bodies of the Pool's members are responsible for the Interlocal Agreement.
2. The Pool's Board is responsible for the Bylaws and those specific topics reserved to it in the Bylaws.
3. The Pool's Executive Committee is responsible for all governance except as set forth above.

Amendment

The Board may amend this policy.

Repealer

Resolutions No. 2-2003 "Comprehensive Financial Management Program" passed on November 20, 2003 and No. 2-1999 "Associate Membership Program" passed on March 18, 1999 and Governance Responsibilities and Procedures passed May 22, 2008 are hereby repealed.

Policy History

None.

Passed this 23 day of June, 2011

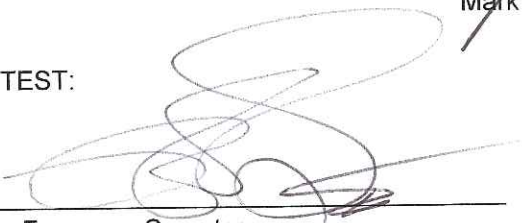
Board of Directors

Washington State Transit Insurance Pool



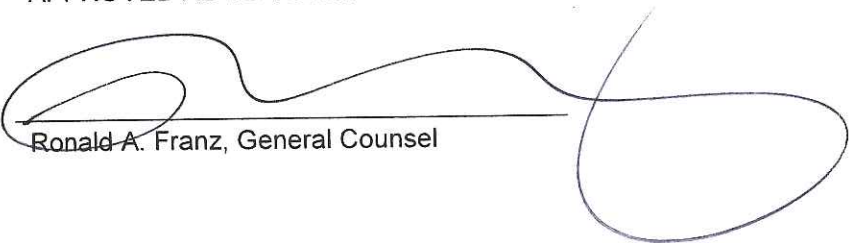
Mark Carlin, President

ATTEST:



Ben Foreman, Secretary

APPROVED AS TO FORM:



Ronald A. Franz, General Counsel