

POLICY & PROCEDURES MANUAL

Title:	Communications Policy		
Policy No.	2.03.01	Chapter:	Internal Operations
Proposed:	May 24, 2006	Proposal No.:	2006-06
Adopted:	June 22, 2006	Adopted By:	Vote of the Board

Purpose:

The purpose of this policy is provide guidance for the Board of Directors in informing the entire Council of decisions and information in between meetings of the Council.

Policy:

It is the policy of the Accreditation Council to be as open and transparent as possible in conducting the affairs of the Council between meetings of the membership. This means that information regarding the nature of the discussions and decisions made by the Board, shall be readily available to the other Council members, consistent with legal and ethical restrictions on divulging private or personnel information.

Procedures:

The EHAC Council is comprised of an up-to twenty-one member Council, and a Board of Directors. The Board of Directors includes a Chair, Secretary, Treasurer, Undergraduate Chair(s) and Graduate Chair. The Board is responsible for leading the Council and making decisions in the interim between Annual Meetings of the Council.

In the interim, the Board of Directors is responsible for making decisions and communicating those decisions to the Council. Below are outlined several types of decisions and Board actions, and the resulting communication to the Council.

- Decisions Affecting Accreditation Status
 - Any decision made by the Board of Directors affecting the accreditation status of a program must be made in accordance with the guidelines. The Council will be informed immediately following the decision is made via e-mail. Council will also be asked to ratify the decision of the Board at the next Annual Meeting.
 - Comments or questions regarding these decisions should be made directly to both the Chair of the Board and either the Undergraduate or Graduate Chair(s).
- Policy Decisions

Drafted:		
Approved:		

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- Policies approved by the Board shall be presented to the Council at the next Annual Meeting for their information and review.
- Policies shall be placed in the EHAC policy manual (online) after approval by the Board of Directors, and an announcement shall be made via e-mail.
- Comments should be directed to the Chair of the Board.
- Fiscal & Financial Decisions
 - Decisions made on fiscal and financial matters in accordance with the yearly budget approved by the Council do not require any special consideration. Decisions made that are outside of the yearly budget approved by the Council will be approved by the Board of Directors, and the Council shall be apprised at the Annual Meeting.
- Meetings of the Board of Directors
 - The Board of Directors meets via conference call at least once and as often as necessary between annual meetings of the Council.
 - The Council shall be notified, via e-mail, of any upcoming conference calls of the Board of Directors with ten days notice. At that time, they may submit agenda items or requests to address the Board through the EHAC Office.
 - The minutes of the Board of Directors shall be posted to the password protected area of the website after approval by the Board. Council Members will be notified via e-mail of their availability.
 - Questions or comments should be directed to the Chair of the Board.