

**5.0 BOARD SELF GOVERNANCE****5.11 ADMINISTRATION IN ABSENCE OF POLICY****INTENT:**

**When decisions are required on matters where no or insufficient policy exists, the Administrator shall be authorized to act in accordance with established practice, legal requirements, and the tenor of existing Board policy.**

**5.11.1 GUIDELINES:**

**5.11.1.1** Where relevant policy does not exist and immediate action is required, the Board places its trust in the Administrator to act in accordance with the Board's Vision, Mission, and Values.

**5.11.1.2** The Board shall establish a process for the Administrator to follow in the absence of policy.

**5.11.2 IMPLEMENTATION:**

**5.11.2.1** In the event of an urgent matter, the Administrator shall consider circumstances, and when possible, consult with the Executive Committee or, at least, the Board Chair.

**5.11.2.2** If the matter is an emergency and/or the Executive Committee or Chair cannot be reached, the Administrator shall determine an appropriate course of action and communicate it to those immediately affected. Such decisions are subject to Board ratification.

**5.11.2.3** If no action is possible, The Administrator shall notify the Executive Committee and all Board Directors as soon as possible, and if necessary, the appropriate agency(ies), such as RCMP, EUB, etc.

**5.11.2.4** The Administrator shall prepare a written report, detailing all circumstances surrounding the matter, the determined course of action, and recommendations for policy development and/or revision, for the next regularly scheduled meeting of the Board.

Review Dates: August 25<sup>th</sup>, 2004, Sep 2006

Approval Dates: November 29<sup>th</sup>, 2001, Sep 27, 2006

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