

VCBB Policy Approval Process

1. Working Group or Sub-Group provides input for the development of Draft Policy
 - Sub-Group chair (member of the VCBB Board) determines when a draft policy is ready for review.
2. VCBB Staff and Counsel Review Draft Policy
 - Review Statutory Authority and make recommendations if necessary.
 - VCBB Staff review compatibility with current programs and activities including any conflict with other policies, overlap, concerns, etc.
 - Staff should also include implementation instructions (date to be implemented, any transitional, grandfathering or financial implications, etc.)
3. After Sub-Group, Staff and Counsel Review, Draft is posted
 - Posted on VCBB website for public comment (no less than 5 business days)
 - Comments are shared with Board Chair, Sub-Group Chair, Exec. Director and Counsel.
 - Sub-Group Chair decides to make further revisions or proceed to full Board of the VCBB.
4. Final Draft included in Board packet as part of standard Board meeting and public notice process.
5. Board Meeting
 - Final public comment is considered prior to vote on policy prior to final Board vote.
 - Board discusses policy and has option to send back to working sub-group.
 - Board approves policy, including the date the policy goes into effect and any implementation instructions.

Adopted by the Board on December 11, 2023