

SECTION 1

PREFACE

NUMBER 1.1 POLICIES AND PROCEDURES

REVISION DATES: FALL 2024; SUMMER 2003

POLICY

The INFORMS Board believes in and advocates for the use of published policies and procedures to promote good business practice and efficient operation of INFORMS.

A *policy* statement presents the position, philosophy, and thinking of the governing bodies of INFORMS on a particular subject. Policy wording is intentionally formal, broad, and in general terms. By the same token, it is concise and brief so that the normal policy length is short.

Policies are meant to answer the questions "what" and "why".

A *procedure* provides detailed coverage of a particular subject. A procedure defines and specifies the necessary steps for accomplishing a given task. Procedures are worded in clear, precise, and specific terms to provide the reader with all necessary details and information. Wording is informal with emphasis on clarity and complete subject coverage, thereby making normal procedure length longer than a policy. Procedures are meant to answer the questions "how" and "when".

The Policies and Procedures Manual contains official policies of INFORMS and those procedures of general interest to persons conducting business within or for INFORMS.

The Board delegates changes to the body of the Manual to the Executive Committee (EC). The EC will seek Board discussion and approval of any major policy changes such as ones with financial implications, ones that affect the business model of the organization, that represent change in the direction of the organization, and/or that do not have unanimous approval of the EC. If the EC is the entity requesting changes to the Policy and Procedures Manual, the EC shall first consult with the appropriate stakeholders. The Board should receive a copy of the revisions before the next Board meeting. Document changes that are not related to substance (e.g., grammatical errors, changes in staff job titles, numbering) may be approved by the Secretary.

No Policy or Procedure may contravene the INFORMS Constitution & Bylaws. The Board has final authority to determine whether a particular policy or procedure is in conflict with the INFORMS Constitution or Bylaws.

The Secretary, working with the Executive Director's office, will ensure that the master copy of the Manual maintained at the INFORMS office reflects all approved changes, and will inform the Board of any changes made by the Executive Committee.

Board members and their staff liaisons are encouraged to periodically review the Policies and Procedures in their areas and recommend needed changes.