

Process for Kairos Documents

KPMI Board, IC and KPMI Foundation Board Motion Protocol

MOTION PROCESS

- **KPMI Board Motions**

The KPMI Board motions evolve from the Board Committees and are forwarded to the Executive Director and Board Chairperson for review and edits, if necessary, and then sent back to the Committee to include the edits. If there are no suggested edits, the motions then go to the Board for discussion and vote.

- **KPMI Board Motions that Amend the By-Laws**

Same process as above, but the motions generally pass through the Board Governance Committee to the Board. If the Board approves the motion, it must then be presented to the International Council with a 30 day notice of vote. If the IC determines to pass the motion, but with amendments attached to the motion by the IC, the IC President may table the vote for future discussion and refer the motion back to the Board and the Executive Director to inform them of the changes made to the original motion. The International Council must approve all motions that affect the Ministry's By-Laws as per Article IX of the By-Laws. As per the ECFA, By-Law changes should be rare and only occur when absolutely necessary.

- **International Council Motions**

The KPMI International Council motions generally evolve from the IC Committees and are forwarded to the Executive Director and IC President for review and edits, if necessary and then sent back to the Committee to include edits. If there are no suggested edits, the motions then go to the IC for discussion and vote. A motion may also be accepted from the floor during an IC meeting and be discussed and voted on with 2/3 membership present.

- **International Council Motions that Amend the By-Laws**

An International Council Motion that amends the By-Laws could be presented to the Board for review by the President of the IC and ex-officio member of the Board or it could go through the Governance Committee who could present it to the Board for review. Either way is acceptable. Since the Board oversees the KPMI Policy, this would ensure the Board having an opportunity to see a proposed By-Law change before it becomes law.

- **KPMI Foundation Board Motions**

The KPMI Foundation Board motions evolve from the Foundation Board itself and are forwarded to the Executive Director and Board Chairperson for review and edits, if necessary, and then sent back to the Committee to include the edits. If there are no suggested edits, the motions then go to the Foundation Board for discussion and vote.

Process for Kairos Documents

RESPONSIBILITY OF FORMATTING AND FORWARDING MOTIONS

- **KPMI Board**

It is the responsibility of the Secretary of the KPMI Board to record the motions in the established KPMI Board Motion Format, with all fields of the format completed. After the motion is approved, the Secretary forwards the Motion to the Executive Director, Board Chairperson and the Kairos Staff member responsible for maintaining the History of Board Motions. Only policy changing (major and few) motions would be formatted. Most motions, procedural or operational items, would not be formatted but captured in the meeting minutes. This is left to the discretion the Board at the time.

- **KPMI Foundation Board**

It is the responsibility of the Secretary of the KPMI Foundation Board to record the motions in the established KPMI Foundation Board Motion Format, with all fields of the format completed. After the motion is approved, the Secretary forwards the Motion to the Executive Director, KPMI Foundation Board Chairperson and the Kairos Staff member responsible for maintaining the History of Foundation Board Motions. Only policy changing (major and few) motions would be formatted. Most motions, procedural or operational items, would not be formatted but captured in the meeting minutes. This is left to the discretion the Foundation Board at the time.

- **International Council**

It is the responsibility of the Secretary of the International Council to record the motions in the established International Council Motion Format, with all fields of the format completed. After the motion is approved, the Secretary forwards the Motion to the Executive Director, International Council President, KPMI Board Secretary* and the Kairos Staff member responsible for maintaining the History of Board Motions. Only policy changing (major and few) motions would be formatted. Most motions, procedural or operational items, would not be formatted but captured in the meeting minutes. This is left to the discretion the International Council at the time.

*The By-Laws provide that the IC minutes are forwarded to the Board Secretary, including the IC Committees/Councils.

- **Inclusion of Motions in the E-News**

The KPMI Board, KPMI Foundation Board and the International Council Secretaries will also send the approved motion (when appropriate) to the mykairos.org webmaster to be included in the next edition of the E-News.

Process for Kairos Documents

KPMI Board, IC and KPMI Foundation Board Minutes Protocol (Including Committee Minutes)

RESPONSIBILITY FOR FORMATTING AND FORWARDING MINUTES

- **KPMI Board**

It is the responsibility of the Secretary of the KPMI Board to record the minutes. After the minutes are approved, the Secretary forwards them to the Executive Director, Board Chairperson and the Kairos Staff member responsible for maintaining the History of Board Minutes.

- **KPMI Foundation Board**

It is the responsibility of the Secretary of the KPMI Foundation Board to record the minutes. After the minutes are approved, the Secretary forwards them to the Executive Director, KPMI Foundation Board Chairperson and the Kairos Staff member responsible for maintaining the History of Foundation Board Minutes.

- **International Council**

It is the responsibility of the Secretary of the International Council to record the minutes. After the minutes are approved, the Secretary forwards them to the Executive Director, International Council President, KPMI Board Secretary and the Kairos Staff member responsible for maintaining the History of IC Minutes.

- **Committee, Subcommittees, Minutes:**

The Chairperson of each Committee is responsible for forwarding the minutes to the KPMI Board Secretary (Bd. Comm. minutes) and the International Council Secretary (IC Comm. minutes). Both Secretaries will forward these minutes to the Board Chairperson or the IC President, the Executive Director and the Staff member responsible for maintaining the minutes. As per the By-Laws, a copy of these minutes will also be forwarded to the Board Secretary. The Staff member will forward the Minutes to the mykairos.org webmaster to be posted.

Process for Kairos Documents

KPMI Board, IC and KPMI Foundation Board Terms of Office

TRACKING TERMS OF OFFICE

- **KPMI Board**
The KPMI Board Secretary is responsible for maintaining the Terms of Officers and Members of the KPMI Board.
- **International Council**
The KPMI International Council Secretary is responsible for maintaining the Terms of Officers and Members of the International Council. This process is crucial for the election of At-Large members by the International Council to achieve a distribution of representation proportional to the total number of Program Elements.
- **KPMI Foundation Board**
The KPMI Foundation Board Secretary is responsible for maintaining the Terms of Officers and Members of the KPMI Foundation Board.

Updating and Maintaining Kairos Documents

BY-LAWS

- The Executive Administrative Assistant is responsible for updating and maintaining the By-laws. She/he will only update the By-laws after receiving the completed Motion from the IC Secretary, which has been passed by the International Council and specifically affects the By-laws.

OTHER DOCUMENTS (listed below but not limited to)

- Financial Policy and Procedures
- SCCOP (State Chapter Committee Operating Procedures)
- ACOP (Advisory Council Operating Procedures)
- Kairos Code of Conduct

All updates/edits to Kairos documents must be approved by the Executive Director who will then assign the appropriate Staff member to be responsible for updating and maintaining these and all other Kairos documents.