

Process for Kairos Documents

Kairos Board of Directors and International Council Motion Protocol

MOTION PROCESS

- **Kairos Board Motions**

The Kairos Board motions evolve from the Board Committees and are forwarded to the CEO and Board Chair 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.

- **Kairos Board Motions that Amend the Bylaws**

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 CEO to inform them of the changes made to the original motion. The International Council must approve all motions that affect the Ministry's Bylaws as per Article IX of the Bylaws.

As per the ECFA, Bylaw changes should be rare and only occur when absolutely necessary.

- **International Council Motions**

The Kairos International Council motions generally evolve from the IC Committees and are forwarded to the CEO 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 Bylaws**

An International Council Motion that amends the Bylaws should be presented to the Board for review through the Governance Committee. Since the Board oversees the Kairos Policy, this would ensure the Board having an opportunity to see a proposed Bylaw change before it becomes law.

RESPONSIBILITY OF FORMATTING AND FORWARDING MOTIONS

- **Kairos Board**

It is the responsibility of the Secretary of the Kairos Board to record the motions in the established Kairos Board Motion Format, with all fields of the format completed. After the motion is approved, the Secretary forwards the Motion to the CEO, Board Chair 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.

Process for Kairos Documents

- **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 CEO, International Council President, Kairos 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 Bylaws provide that the IC minutes are forwarded to the Board Secretary, including the IC Committees.

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

The Kairos Board and the International Council Secretaries will also send the approved motion (when appropriate) to the staff person handling E-news for inclusion.

Kairos Board and International Council Minutes Protocol (Including Committee Minutes)

RESPONSIBILITY FOR FORMATTING AND FORWARDING MINUTES

- **Kairos Board**

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

- **Committee, Subcommittees, Minutes:**

The Chair (or Co-Chair) of each Committee is responsible for forwarding the minutes to the Kairos Board Secretary (Board Committee minutes) and the International Council Secretary (IC Committee minutes). Both Secretaries will forward these minutes to the Board Chair or the IC President, the CEO and the Staff member responsible for maintaining the minutes. As per the Bylaws, a copy of these minutes will also be forwarded to the Board Secretary.

Process for Kairos Documents

Kairos Board and International Council Terms of Office

TRACKING TERMS OF OFFICE

- **Kairos Board**
The Kairos Board Secretary is responsible for maintaining the Terms of Officers and Members of the Kairos Board.
- **International Council**
The Kairos 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.

Updating and Maintaining Kairos Documents

BYLAWS

- The Executive Administrative Assistant is responsible for updating and maintaining the Bylaws. She/he will only update the Bylaws after receiving the completed Motion from the IC Secretary, which has been passed by the International Council and specifically affects the Bylaws. These are kept on file at the office.

OTHER DOCUMENTS (listed below but not limited to)

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

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

Updated July, 2017 to reflect:

- Executive Director to CEO
- KPML to Kairos
- IC to International Council
- Chairperson to Chair
- By-laws to bylaws
- Removed reference to Foundation
- International Council motions that amend bylaws to go through Governance Committee to Board
- Approved changes to staff for e-news rather than webmaster