



PMC-100: Policy Management – January 24, 2018

Purpose

The purpose of this policy is to establish the charter of the Policy Management Committee is to maintain order for organization and operation of INCOSE.

In pursuit of this goal:

1. The Policy Management Committee shall develop and maintain the technical content of the Bylaws and work with the Board of Directors, Corporate Advisory Board, Technical Operations, other committees, and other INCOSE entities established by INCOSE policies and Bylaws.
2. The Policy Management Committee shall provide policy change coordination.
3. All policy change recommendations shall be submitted to the Board of Directors for approval.
4. The Policy Management Committee chair shall maintain copies of all Policies, and is responsible for providing the INCOSE Administrative Office with approved versions of all Bylaws and Policies for archive and distribution.
5. Every policy shall be reviewed at least once every three (3) years to ensure appropriateness and accuracy.
6. If review by legal counsel is required for any Bylaw or Policy change, the Policy Management chair shall obtain an approval to proceed with a legal review by the President-Elect and shall coordinate the review with counsel upon obtaining the approval to proceed.

Structure

The membership of the Policy Management Committee shall consist of the following voting positions:

- (a) President Elect
- (b) Chief of Staff
- (c) Secretary
- (d) Treasurer
- (e) Corporate Advisory Board Representative
- (f) Director for Marketing and Communications
- (g) Chief Information Officer
- (h) Sector Directors Representative
- (i) Technical Operations Representative
- (j) Policy Management Chair
- (k) Policy Management Co-chair



The Operations Manager shall be a non-voting member of the Committee.

Additional non-voting members (policy owners):

- (l) Director for Outreach
- (m) Director for Academic Matters
- (n) Fellows Committee Chair
- (o) Associate Director of Publications
- (p) Associate Director for Events

No proxy voting shall be allowed, only persons who are members of INCOSE shall be allowed to vote, and each eligible voting person has only one (1) vote, without regard to the fact that an individual may hold more than one position listed above. A quorum shall be at least three (3) voting members.

The Policy Management Committee shall be led by a Chair and a Co-Chair, selected by the committee and approved by the INCOSE President. The Chair and Co-Chair shall serve a two (2) year term from the date of approval by the President. There is no term limit, but the committee and the president shall revalidate the selection and approval every two (2) years.

The Chair shall serve as liaison between the committee and the Board of Directors. If the Chair is unable to represent the committee to the Board of Directors, the Co-Chair shall serve as the liaison. The Chair and Co-Chair shall arrange for meetings and teleconferences of the group as needed. The Chair and Co-Chair shall ensure agendas for the meetings and teleconferences are distributed in advance and minutes are distributed afterwards to the committee.

The Policy Management Committee shall create subcommittees as needed to fulfill its charter and goals.

Attendance at the Policy Management Committee Meetings

Individuals in positions (b), (c), (d), (h), (i), (j) (k), are required to attend the committee meetings scheduled to take place at the annual International Workshops and International Symposiums.

Individuals in positions (a), (e), (f), (g), and non-voting positions need only attend the committee meetings as the need arises in their capacity as policy owners or as indicated in the Responsible, Accountable, Consult and Inform (RACI) matrix.

SUPERSEDES: WMC-100 dated February 1, 2017

APPROVED BY: INCOSE Board of Directors, Jacksonville, FL USA – January 24, 2018

MAINTAINED BY: Secretary