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|  | <p align="center">Policy Number 1-2020</p> |
| <p align="center">Administrative Policy POLICY DEVELOPMENT AND APPROVAL</p> | <p align="center">Issued: June 18, 2020</p> |

I. APPLICABILITY

This policy applies to the Interstate Commission on Educational Opportunity for Military Children, also known as the Military Interstate Children’s Compact Commission (MIC3), as defined in the Compact Rules; Chapter 100, SEC.1.101, I.

This policy takes effect June 18, 2020.

II. AUTHORITY

This policy is meant to clarify and establish transparent guidelines by which Commission policies are developed, reviewed, approved, and distributed. This policy includes how to develop new policies, how to amend existing policies, and how to rescind existing policies.

A. MIC3 By-laws: Article I Commission Purpose, Function and By-laws

Section 2. Functions.

In pursuit of the fundamental objectives set forth in the Compact, the Commission shall, as necessary or required, exercise all of the powers and fulfill all of the duties delegated to it by the Compacting States. The Commission’s activities shall include, but are not limited to, the following: the promulgation of binding rules and operating procedures; equitable distribution of the costs, benefits and obligations of the Compact among the Compacting States; enforcement of Commission Rules, Operating Procedures and Bylaws; provision of dispute resolution; Coordination of training and education; and the collection and dissemination of information concerning the activities of the Compact, as provided by the Compact, or as determined by the Commission to be warranted by, and consistent with, the objectives and provisions of the Compact.

However, where there are Commission policies that do not directly relate to those actions identified in the Commission’s By-laws. The Commission, through the Model Compact Language, delegated to the Executive Committee (EXCOM) the authority to develop and approve new policies or make amendments to existing policies.

B. Model Compact Language: Article XI Organization and Operation of the Interstate Commission

Section C. Executive Committee, Officers and Personnel

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1. *The executive committee shall have such authority and duties as may be set forth in the bylaws, including but not limited to:*
 - a. *Managing the affairs of the Interstate Commission in a manner consistent with the bylaws and purposes of the Interstate Commission;*
 - b. *Overseeing an organizational structure within, and appropriate procedures for the Interstate Commission to provide for the creation of rules, operating procedures, and administrative and technical support functions; and*
 - c. *Planning, implementing, and coordinating communications and activities with other state, federal and local government organizations in order to advance the goals of the Interstate Commission.*

III. POLICY

A. Submitting New Policies and Amending Existing Policies - Proposed new policies and amendments to existing policies shall be submitted to the EXCOM for referral to the appropriate Standing Committee as follows:

1. Any Commissioner may submit a policy proposal or policy amendment for referral during any Standing Committee meeting. The presence of a quorum must be established before any vote of the Committee can be taken. This proposal must be made in the form of a motion and approved by a majority vote of the Committee members present at the Committee meeting;
2. Standing Committees of the Commission may propose policies or policy amendments by a majority vote, after a quorum has been established, of that Committee.

B. Initial Draft - Initial policy drafts can be developed by any Standing Committee, Commissioner, or designee. Once a draft has been submitted the EXCOM will designate a Committee to review the proposed new policy or amendment to an existing policy.

1. **Policy Drafts** - All policy drafts should take into consideration the following:
 - a. Issue the policy intends to address
 - b. Language

Approved June 18, 2020

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- c. Applicability to the Commission
- d. Impact on other Commission policies

C. Approval – With the responsible Standing Committee’s approval, as demonstrated by simple majority vote, after a quorum of that committee has been established, the proposed new policy or amendment to an existing policy will be forwarded to the EXCOM for review before the submission is considered adopted.

D. EXCOM Proposals - The EXCOM may develop proposals based on recommendations received from other Committees, Commissioners, or Designees. The EXCOM will review the proposed policy or amendment to an existing policy and may vote to adopt the policy. If a motion is made to adopt the proposal, at a meeting where quorum has been established, then the EXCOM may adopt the policy by a simple majority vote. Should the EXCOM develop a proposed policy then that proposal will be referred to another Standing Committee for review prior to adoption and will be vetted through the same process as outlined in Section III,C..

E. National Office Proposals – Proposed policies or amendments to existing policies originating from the National Office will be developed in collaboration with the EXCOM. All proposals originating from National Office recommendations will be vetted through the same process as EXCOM proposals which is outlined in Section III, D.

F. Recommendation of Issues to EXCOM for Review - If a Committee has concerns regarding a policy-related issue, the Committee may vote to recommend the EXCOM review the issue to determine what, if any, further action should be taken. It is not necessary for the Committee to draft a proposal if this type of recommendation is made.

1. **EXCOM Review** - The EXCOM reviews all proposals, taking into consideration the following:
 - a. Proposed language;
 - b. Need/justification for the proposal;
 - c. Impact on other policies or Rules;
 - d. Formatting changes (requires notification to referring Committee Chair);
 - e. Legal issues (if applicable); and
 - f. Feasibility/applicability across all Compact Commissioners and member states.

2. **EXCOM Actions** - After discussing a recommendation or proposal, the EXCOM will determine whether to support a proposal as submitted, or recommend changes.

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|  <p data-bbox="540 159 867 264">MILITARY INTERSTATE CHILDREN'S COMPACT COMMISSION</p> | <p data-bbox="1089 159 1292 191">Policy Number</p> <p data-bbox="1143 226 1235 258">1-2020</p> |
| <p data-bbox="410 359 708 390">Administrative Policy</p> <p data-bbox="274 426 846 457">POLICY DEVELOPMENT AND APPROVAL</p> | <p data-bbox="1040 390 1336 422">Issued: June 18, 2020</p> |

- G. Recommend Substantive Changes to Proposals from Committee** - If the EXCOM determines substantive changes are needed, the proposal will be returned to the referring Committee with reasoning and justification for the suggested changes. The referring Committee may:
1. approve the EXCOM's changes;
 2. proceed with its original submission; or
 3. withdraw its original submission.

Any adjustments made to a proposal must be approved by majority vote, once a quorum has been established, of that Committee. A proposal may be withdrawn at any time by the Committee who initially submitted it.

- H. Recommend Formatting Changes to Proposals** - Formatting or technical modifications may be made prior to final approval of the proposal. This may include grammar, numbering, and language modifications that do not affect the intent of the proposal or the justification. Any formatting changes are conveyed to the referring party or Committee Chair who can dispute the format change for context.

- I. Rescinding a Policy** – A Committee, Commissioner, or Designee may ask the EXCOM to rescind an adopted policy. The request must be in writing and include the reasoning and justification for asking that the policy be voided. A request to rescind a policy must be voted and passed by both the EXCOM and one additional Standing Committee. A request to rescind an adopted policy will be recorded on the consent calendar for approval by a simple majority vote of the full Commission at the next Annual Business Meeting (ABM).

IV. DISTRIBUTION AND COMMUNICATION

Once a policy is adopted by the EXCOM it will be published on the MIC3.net website within 10 business days of passage. A link to the policy will be published in one of the Commission's electronic communications (newsletter, chair message) within 45 days of passage.

V. RATIFYING POLICIES AT THE ABM

Once a proposed policy or amendment to an existing policy is reviewed and approved of by a Standing Committee and the EXCOM, it will be a provisional policy and will take affect immediately. All provisional policies are to be recorded on the consent calendar for review, and amendment if necessary, at the next ABM. A provisional policy is considered "adopted"

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by a simple majority vote of the full Commission at the following ABM after a quorum has been established.