



Policy and Procedures Manual

The Policies and Procedures Manual, as described herein, shall serve to assist the HCMHA and its members in carrying out the Articles and By-Laws of the HCMHA Association. Where a conflict exists between the By-Laws and the Policy and Procedures Manual, the By-Laws shall have precedence.

REVISIONS

The HCMHA Board may, from time to time, revise the Policies and Procedures Manual, as they deem necessary. Revisions shall be done by passing an amendment to the Manual at a Board Meeting wherein greater than fifty percent 50% of the Board Members approved the changes as presented at the said meeting. The HCMHA Secretary shall document any changes in the meeting minutes and revisions shall be made to the Manual accordingly. Such revisions shall be posted on the HCMHA website, and effort shall be made to make the Manual available to the members of the Association.

ADDITIONS

It is noted that there may be events or circumstances that give rise to a need for further policies or procedures. Persons involved in that situation are encouraged to bring that issue to the HCMHA Board for consideration in writing and in particular to address the need for revisions, additions or other changes to the Manual. The addition of policies and procedures shall be completed in the manner set out herein for changes to the Manual. If a situation arises where the Manual does not address how to deal with that situation then the HCMHA Board shall make determinations and proceed in a fashion consistent with the mission statement of the Association and consistent with the terms of the Manual. Additions shall be done by passing an amendment to the Manual at a Board Meeting wherein greater than fifty percent 50% of the Board Members approved the addition as presented at the said meeting. The HCMHA Secretary shall document any changes in the meeting minutes and additions shall be made to the Manual accordingly. Such additions shall be posted on the HCMHA website, and effort shall be made to make the Manual available to the members of the Association.