



## **PMC-100: Policy Management – 19 October 2023**

### **Purpose**

The purpose of this policy is to establish the charter of the Policy Management Committee. This committee's purpose 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, Services 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 from the President-Elect and shall coordinate the review with counsel upon obtaining the approval to proceed.
7. In addition to policies, the Policy Management Committee shall manage and oversee the development and maintenance of other INCOSE documents, such as procedures, templates, and forms.
  - a. PMC members are responsible for the development of specific procedures, templates, and forms.
  - b. Different from policies, configuration management for these documents shall be conducted by the Responsible R's in the Procedure RACI, the Template RACI, and the Forms RACI and do not require Board of Director approval.
  - c. Similar to policies, the Policy Management Committee chair shall maintain copies of all procedures, templates, and forms on in the PMC General Channel of Teams in the "3-PMC Master Files" folder.



## 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) Services Operations Representative
- (k) Policy Management Chair
- (l) Policy Management Co-chair

The Executive Director and Operations Manager shall be non-voting members of the Committee.

Additional non-voting members (policy owners):

- (m) Director for Outreach
- (n) Director for Academic Matters
- (o) Past President Advisory Board Chair
- (p) Fellows Committee Chair
- (q) Associate Director of Publications
- (r) Associate Director of Diversity, Equity, and Inclusion
- (s) Associate Director for Events
- (t) Associate Director for Certification
- (u) Nominations & Elections Committee Chair

No proxy voting shall be allowed, only persons who are members of INCOSE PMC 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 all the committee meetings.

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.

### **Related Policies**

PMC-101 INCOSE Policy

**SUPERSEDES: PMC-100 dated 15 July 2021**

**APPROVED BY: INCOSE Board of Directors, Virtual, 19 October 2023**

**MAINTAINED BY: (RACI Responsible R): Policy Management Committee Chair**

**POLICY OWNER: (RACI Accountable A): Secretary**