



Policy No: 5.00  
Title: Policy Availability  
Date Revised: July 22, 2014

**SUBJECT: POLICY AVAILABILITY**

- I. **OBJECTIVE:** To identify the purposes and establish a basis for the formulation, publication, and distribution of policies to be followed in the accomplishment of the mission statement, viewpoints, objectives, plans, and operational requirements of San Miguel Power Association, Inc. (SMPA)
- II. **PURPOSE:** The purpose of Board of Directors' Policies is to provide organizational directives concerning the strategic direction and operating procedures of SMPA and to establish internal operating procedures for the Board of Directors.
- III. **POLICY:**
  - A. Be it resolved that the Board of Directors of SMPA, hereby recognizes its responsibilities for policy development based upon planning through observation, study, and analysis of the affairs of SMPA which, together with recommendations of the General Manager, will provide for policy content and responsibility.
  - B. Policies will be developed and placed in written form and, once approved by the Board of Directors, will be certified as such by the Board Secretary. All Board approved policies shall be posted on SMPA's website and available for copying at all public offices of SMPA.
- IV. **RESPONSIBILITY:**
  - A. The Board of Directors is responsible for the approval of all SMPA policies.
  - B. The requirements and procedures for approval of policies are to be determined by the Board of Directors.
  - C. The General Manager is solely responsible for all internal operational statements that are required relative to procedures necessary in the accomplishment of his or her responsibilities as an operating executive. Such statements are not considered SMPA policies under this section.

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SMPA Board Representative