Plan for Developing
ARSC Codes, Policies, and Procedures

1   Objective

To develop, share, vet, and manage "guiding documents" for ARSC. The long-term goal is to optimally guide ARSC operations, while helping to protect the organization and its members.

2   Identify Needed Documents

The Operations Manual Committee has identified an initial set of ARSC Guiding Documents to be developed (or perhaps improved). The recommended candidates are categorized among three guiding-document *types,* as defined by Merriam-Webster:

2.1   Codes

Code: A system of principles or rules.

- *Code of Ethics*
- *Code of Conduct*.

2.2   Policies

Policy: A definite course of action selected from alternatives and in light of given conditions, to guide and determine present and future decisions. A high-level overall plan embracing the general goals and acceptable procedures of the organization.

- *ADA Accessibility Policy and Practices*
- *Admission Policy for ARSC Events*
- *ARSC Conference Siting Policy.*

2.3   Procedures

Procedure: A series of steps followed in a regular, definite order.

- *Procedure for Complaint Handling*
- *Procedure for Responding to Incidents of Misconduct*.

3   Prioritize the Sequence of Document Development

The Operations Manual Committee recommends that ARSC Guiding Documents be developed in this top-down sequence:

- Codes
- Policies
- Procedures.

Legally, all ARSC Guiding Documents must "respect" (be subordinate to) ARSC's highest-level document, the *ARSC Bylaws*.

Development of the ARSC Codes should be driven by ARSC's *values* (which ought to be enumerated in a high-level Guiding Document, because the word *value* does not appear in the *Bylaws*).

4 Study Comparable Documents

The Operations Manual Committee compiled a spreadsheet, *Guiding Documents of ARSC's Sister Organizations,* which links to 32 types of documents, across 15 organizations. The file was supplied to the ARSC Board and the Diversity, Equity, and Inclusion (DEI) Committee, for their reference.

5 Outline the Desired Document Elements

Drawing inspiration from the Comparable Documents Study, the Operations Manual Committee (and other Board-designated committees) may identify the categories of information elements deemed appropriate for a given ARSC Guiding Document and outline the categorical sections, to produce a document *framework,* for review and comment.

6 Write the Draft Document Text

After approval of the proposed document framework, the Operations Manual Committee (or another Board-designated committee) shall write the initial draft text, for review and comment.

7 Gather Stakeholder Input

The Operations Manual Committee recommends that draft ARSC Guiding Documents be incrementally shared with an expanding circle of reviewers and advisors, in the following sequence:

7.1 ARSC Executive Director

The Executive Director may collaborate with the Operations Manual Committee, to shape and refine the early draft documents.

7.2 ARSC Board Members

Once the Executive Director is satisfied with the condition of a draft document, each member of the ARSC Board of Directors shall be invited to review and comment.

7.3 ARSC Committees

Once the ARSC Board is satisfied with the condition of a draft document, each ARSC Committee shall be invited to review and comment.

7.4 ARSC Members

Following the Committee Review Period—and with ARSC Board approval—the ARSC Guiding Document shall be mounted on the ARSC Website, for review and comment by any interested ARSC Member. The membership shall be notified about the availability of the new document (or the revised version of an old document) via an e-mail message mass-distributed by the Executive Director.

7.5 ARSC Online-List Subscribers

If the Executive Director deems it prudent, subscribers to ARSCLIST and/or ARSCLIB may be informed about pertinent document changes, by means of a list posting. Subscriber comments and concerns will be welcomed by the Operations Manual Committee.

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8   Revise Iteratively

The Operations Manual Committee shall review Stakeholder Input, toward iterative improvements in the Guiding Documents, at each process step described in this Plan.

9   Consider Legal Counsel

The ARSC Board shall consider obtaining legal counsel, to mitigate risks surrounding the ARSC Guiding Documents. The Board may decide to engage an attorney, at any point in the document life-cycle.

10 Board Approval

Once the ARSC Board has reached consensus regarding the completeness, suitability, and maturity of a draft document, the Board may approve publication of the official version of the document.

11 Document Revision Requests

Any ARSC Stakeholder may, at any time, submit a written request to the Executive Director, asking the ARSC Board to consider specific proposed changes to an ARSC Guiding Document.

12 Document Revision History

- 20180216: Original draft document, the *Proposed Plan,* was written by Bill Klinger. Approved by Dale Monroe-Cook on 20180222. Reviewed and commented upon by the ARSC Board on 20180226.

- 20180302: The *Proposed Plan* was revised by Bill Klinger to 1) Add *ARSC Conference Siting Policy* to the list of Policies, per Patrick Midtlyng's suggestion; and 2) Permit flexible timing under "Consider Legal Counsel," as favored by Nathan Georgitis and Matt Barton. With those revisions, the *Proposed Plan* became the draft *Plan*.

- 20190429: The draft *Plan* was revised by Bill Klinger to 1) Add a new "Board Approval" section, requested by Nathan Georgitis; 2) Add a new "Document Revision Requests" section, for life-cycle completeness; 3) Delete the original "Progress" section, now outdated; and 4) Update various passages to reflect progress made by the DEI Committee and the Operations Manual Committee since October 2018.