

## PROCESS FOR KAIROS DOCUMENTS

### KAIROS BOARD OF DIRECTORS AND INTERNATIONAL COUNCIL MOTION PROTOCOL

#### Motion Process

- **Kairos Board of Directors Motions**  
The Kairos Board of Directors motions evolve from the Board of Directors Committees and are forwarded to the CEO and the Board of Directors Chair for review and comment. The motion is then sent back to the Committee for final review and consideration. The final Committee draft is submitted to the full Committee for vote and then to the Board of Directors for discussion and vote.
- **International Council Motions**  
The Kairos International Council motions generally evolve from the International Council Committees and are forwarded to the CEO and the International Council President for review and comment. The motion is then sent back to the Committee for final review and consideration. The final Committee draft is submitted to the full Committee for vote and then to the International Council for discussion and vote. A motion may also be accepted from the floor during an International Council meeting and be discussed and voted on with a two-thirds membership present.
- **Motions that Amend Bylaws**  
All Bylaw changes are handled through the governance committee for submitting proposals for vote (Amended and Restated Bylaws of Kairos Prison Ministry International, Inc., Article VII, Section 1B.). The governance committee sends a draft motion with the recommended amendment to the Board of Directors for discussion, approval and comment and proceeds in accordance with Kairos Board of Directors Motions Process above. Once the Board of Directors approves a motion to amend the Bylaws, the motion must be presented to the International Council with a 30-day notice of vote. The International Council must approve all motions that affect the Ministry's Bylaws per Article XI of the Bylaws.

#### Responsibility for Formatting and Forwarding Motions

- **Kairos Board of Directors**  
It is the responsibility of the Secretary of the Kairos Board of Directors to record the motions in the established Board of Directors Motion Format, with all fields of the format completed. After the motion is approved, the Secretary forwards the motion to the CEO, Board of Directors Chair and the Kairos Executive Administrative Assistant who is responsible for maintaining the History of Board of Directors Motions. Only policy changing (major and few) motions would be formatted. Most motions, procedural or operational items, would not be formatted but captured in the meeting minutes. This is left to the discretion of the Board of Directors at the time.

- **International Council**  
It is the responsibility of the Secretary of the International Council to record the motions in the established International Council Motion Format, with all fields of the format completed. After the motion is approved, the Secretary forwards the Motion to the CEO, International Council President, Kairos Board of Directors Secretary\* and the Kairos Executive Administrative Assistant who is responsible for maintaining the History of Board of Director Motions. Only policy changing (major and few) motions would be formatted. Most motions, procedural or operational items, would not be formatted but captured in the meeting minutes. This is left to the discretion of the International Council at the time.  
\*The Bylaws provide that the International Council minutes are forwarded to the Board of Directors Secretary, including the International Council Committees.
- **Inclusion of Motions in the E-News**  
The Kairos Board of Directors and the International Council Secretaries will also send the approved motion (when appropriate) to the staff person handling E-News for inclusion.

### **KAIROS BOARD OF DIRECTORS AND INTERNATIONAL COUNCIL MINUTES PROTOCOL Including Committee Minutes**

#### **Responsibility for Formatting and Forwarding**

- **Kairos Board of Directors Minutes**  
It is the responsibility of the Secretary of the Kairos Board of Directors to record the minutes. After the minutes are approved, the Secretary forwards them to the CEO, the Board of Directors Chair and the Kairos Executive Administrative Assistant responsible for maintaining the History of the Board of Directors Minutes.
- **International Council**  
It is the responsibility of the Secretary of the International Council to record the minutes. After the minutes are approved, the Secretary forwards them to the CEO, the International Council President and the Kairos Executive Administrative Assistant responsible for maintaining the History of the International Council Minutes.
- **Committees and Subcommittees Minutes**  
The Chair or Co-Chair of each Committee is responsible for forwarding the minutes to the Kairos Board of Directors Secretary (Board of Directors Committee minutes) and the International Council Secretary (International Council Committee minutes). Both Secretaries will forward these minutes to the CEO, Board of Directors Chair or the International Council President and the Kairos Executive Administrative Assistant responsible for maintaining the History of Minutes. As per the Bylaws, a copy of the minutes will be forwarded to the Board of Directors Secretary.

## **KAIROS BOARD OF DIRECTORS AND INTERNATIONAL COUNCIL TRACKING TERMS OF OFFICE PROTOCOL**

- **Kairos Board of Directors**  
The Kairos Board of Directors Secretary is responsible for maintaining the terms of officers and members of the Kairos Board of Directors.
- **International Council**  
The Kairos International Council Secretary is responsible for maintaining the terms of officers and members of the International Council. This process is crucial for the election of At-Large members by the International Council to achieve a distribution of representation proportional to the total number of program elements.

### **UPDATING AND MAINTAINING KAIROS DOCUMENTS**

#### **Bylaws**

- The CEO is responsible for assigning appropriate staff members to be responsible for updating and maintaining updates and edits to Kairos documents that have been approved by the Board of Directors or International Council. Dates of approval or adoption of documents and all edits should be noted on all documents.

#### **Other Documents – listed below but not limited to**

- Financial Policy and Procedures
- State Chapter Committee Operating Procedures (SCCOP)
- Advisory Council Operating Procedures (ACOP)
- Kairos Code of Conduct
- International Council Operating Procedures (ICOP)
- State Chapter Committee Chair Orientation Guide.

The CEO is responsible for assigning the appropriate staff members to be responsible for updating and maintaining all updates and all edits to Kairos documents that have been approved and adopted by the Board of Directors or International Council. Dates of approval or adoption of documents and all edits should be noted on all documents.