



Fair Oaks Ranch Municipal Development District Policy Review Procedure



Process Owner: MDD Board Secretary

Procedure Purpose: Ensure that FOR MDD policies are being reviewed on a periodic basis to ensure relevance, compliance, and Board awareness.

Procedure:

1. The Board Secretary will collaborate with the City Secretary's office to establish and maintain a list of MDD Policies.
2. Each year, at the July regular meeting of the Board, the Board Secretary will initiate the annual review cycle by distributing policies that are due for review to the appropriate policy owners and setting the timeline for the review cycle.
3. The due date for review of a policy will be based on:
 - a) the periodicity specified within the policy or by governing statute or regulation; or
 - b) at a minimum of once every two years if not otherwise stipulated; or 3) as deemed necessary by the Policy Owner or the Board.

NOTE: A Policy Owner is the Board Officer that is charged with primary responsibility for the scope of activity covered by the Policy.

4. The target schedule to complete the reviews and present the resulting item for consideration & possible action or information will be the October regular meeting of the Board.
5. In cases where a policy owner requires additional time to resolve the review or deems it necessary to perform an out-of-cycle review, that will be permitted and is to be coordinated with the Board Secretary.
6. If the Policy Owner or the Board identifies the need to develop a new policy, that will be performed at the time the need arises and the new policy will be reviewed in accordance with this procedure.
7. Progress on policy reviews will be tracked by the Board Secretary, and the Board will receive reports from the Board Secretary on progress and items for consideration and possible actions required to complete the reviews and, if needed, policy updates.

Fair Oaks Ranch Municipal Development District Policy Review Procedure Tracking Log Template

Policy	Owner	Review Cycle	Assigned to Owner	Reviewed by Board	Status
<i>Name of policy</i>	<i>Name of Board member(s) responsible for the policy</i>	<i>In accordance with Item 3. Of the Procedure</i>	<i>Date assigned to owner (standard is date of July meeting)</i>	<i>Date that results of review are brought to Board for consideration or information</i>	• Review pending • Board consideration pending • Complete
Rules of Procedure	Board President				
Financial Management	Treasurer				
Investments	Treasurer				
Project Evaluation	Treasurer				