

## Vision

The goal of this policy is to coordinate the timely review of CoHo Ecovillage policies and guidelines so our documentation supports and directs our activities.

## Needs/Requests

Clarity: Documentation of our collective decisions and operational steps will be kept current.

Organization: Review of documents will be regularly scheduled and carried out over the year, with additional review done as needed.

## Vision and Values

- **Safety and Trust.** Having clear, current documentation of our agreements and how they are to be carried out builds trust.
- **Consensus Decision Making.** Careful documentation and subsequent revision of our decisions helps us be accountable.

## Policy

CoHo Policies and “How To” documents provide the documentation of our community and committee decisions on community issues and projects. Reviews provide the opportunity to verify if the documents and our actual practices are consistent.

Differences between Policies and “How To” documents are listed here:

<b>Policy</b>	<b>“How To” Document (such as a Guideline, Worksheet, Form, List, etc.)</b>
Contains general overview statements that guide our actions	Includes more specifics about how things are done
Policy itself tends to be brief and succinct (though the history, needs, and links to Vision and Values can make the overall document longer)	Can be lengthy and detail-oriented
Are fairly stable, with revisions at longer intervals	Are more fluid, with revisions on an as-needed basis when implementation details are changed
Reviewed by a committee or by an ad hoc group and coordinated by the responsible Team on a regularly scheduled basis for community approval. The Admin Team establishes review dates for existing and new policies.	Reviewed/updated by a committee when a revision is needed prompted by our discovery of what works (Admin will send reminders every 6 months to all Teams to check their “How To” documents for needed reviews)
Uses the currently-approved policy template XXXPolicyTemplate	Uses any workable format

The Team responsible for the policy can decide to reivew it earlier than the scheduled review date. A policy also can be reviewed earlier than its scheduled review date if one-fourth of the unit owners request an earlier review. The request should be submitted to Admin and include:

- 1) the signatures of the 25% or more of unit owners requesting an earlier revision
- 2) the needs not being met by the current policy and
- 3) the reasons for requesting an earlier review.

Policies and “How To” Documents are archived online in our community Tiki archives.

Policies and “How To” Documents that are no longer applicable (including many pre move-in Policies and “How To” Documents, such as the Withdrawal Policy) are retired (on the recommendation of the appropriate committee(s)) and stored in a Retired Policies and “How To” Documents section of our archives.

## **Related Documents**

**PoliciesHowToDocumentsSummary:** Lists current, retired, and under development Policies and “How To” Documents, Teams responsible for review, archive location, and review dates

**XXXPolicyTemplate:** Provides the format for policies

**PolicyReviewProcess:** Lists steps for policy review.

## **Revision History**

This policy was approved by consensus on July 22, 2008

This policy was revised and approved by consensus on April 21, 2013.