

**GOVERNING BOARD POLICY**  
*Antelope Valley Air Quality Management District*

Policy No: 11-03  
Effective Date: January 18, 2011

Adopted: January 18, 2011  
Amended:

Last Review: February 17, 2015

---

**SUBJECT: POLICY AND PROCEDURAL MANUAL**

---

**POLICY:**

It is the policy of the Governing Board of the Antelope Valley Air Quality Management District (District) to require the Executive Director/Air Pollution Control Officer (APCO) to develop a system of standard practices to ensure that the policies established by the Board are properly documented, coordinated, and translated into systems, procedures, and detailed instructions for execution at the appropriate organizational levels.

**AMPLIFICATION OF POLICY:**

(A) General

The successful operation of any organization is largely dependent upon a balanced relationship between centralization of policy direction and administration, and decentralization of authority and responsibility for policy implementation. The effective functioning of this relationship is, in turn, dependent upon the existence of an integrated system of communication from the point of policy direction to the points of ultimate execution. A Policy and Procedural Manual is one method of providing this type of communication.

(B) Policy & Procedural Manual

The Policy and Procedural Manual of the District consists of the following types of documents:

1. Governing Board Policies

The formal policy statements of the Governing Board as approved and signed by the Chair.

2. Organization and Personnel Materials

Documents which include, but are not limited to, the District's Personnel Policies and Procedures, any Memorandum of Understanding with an authorized Employee Association, the Exempt Compensation Plan, Classification Plan, Flexible Benefit Plan, and Deferred Compensation Plan. These documents are approved by the Governing Board unless such duties are delegated the Board.

3, Standard Practices

Documents which provide instructions for administering and performing various tasks and duties required for the efficient functioning of the District as well as documents necessary for the implementation of Governing Board Policies. Such documents can be applicable district wide, or only to a particular section and/or class of employees. These documents include, but are not limited to, items such as ethics and standards, human resources practices, committees, administrative procedures and purchasing and financial procedures. These documents are signed and issued by the Executive Director/APCO

4. Protocols and Forms

These documents are step by step instructions on how to perform particular specified tasks. They are usually tied to a specific project and/or task. They are issued by the person having the lead supervisory function over the particular project or task or by the Executive Director/APCO.

(C) Formats and Designs

Standard formatting and organization of the documents contained in the Policy and Procedural Manual shall be determined by the Executive Director/APCO. Technical assistance and advice regarding the preparation, location and type of items to be included in the Policy and Procedural Manual shall be available from Administrative Services and Office of District Counsel.

(D) Use of Other Documents

In the absence of a Standard Practice, Protocol and/or Form covering a particular subject or task the Executive Director/APCO may use the duly adopted analogous Standard Practice, Protocol and/or Form of the agency providing the particular service pursuant to contract until such time as a specific document can be developed for the District.

Signed:

\_\_\_\_\_/s/\_\_\_\_\_, Chair  
Antelope Valley Air Quality Management District