

International Institute of Municipal Clerks

2025/2026 Policy Review Committee Roster

Term: May 22, 2025 through May 21, 2026

PURPOSE:

To monitor and provide policy guidance to ensure purpose, consistency, accuracy, and fair application. To review policies, positions, and perspectives regularly and recommend appropriate revisions to the IIMC Board of Directors.

2025/2026 Goals & Objectives

1. Review current Policy Manual and recommend revisions to ensure policies reflect current Board practices as needed.
2. Develop new policies as requested by the Board of Directors.
3. Review policy proposals submitted by the Board of Directors.
4. Perform annual review of the minutes of the Board of Directors meeting to ensure policy changes are codified.
5. Provide policy articles of interest for inclusion in the News Digest.
6. Review the IIMC Constitution every five years, beginning with year 2026, 2031, 2036, 2041.

Deadlines:

July 15, 2025	Identify and submit to Headquarters budget justification requested (if any) necessary to accomplish the Committee's goals and objectives. All requested will be reviewed by the Budget and Planning Committee.
September 17, 2025	File a Report with Headquarters for inclusion with agenda materials for the November IIMC Board of Directors Mid-Year Meeting.
March 26, 2026	File the final report with Headquarters for inclusion with the Annual Report.

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2025/2026 Policy Review Committee Roster

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Director, Legislative Services/City Clerk

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CANADA

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