

# POLICIES AND PROCEDURES

## Administrative Uniformity Committee (AUC)

### 1. Policy #

009

### 2. Policy Title

Delegation of Authority to Work Group (WG) from Technical Advisory Group (TAG)

### 3. Purpose

**3.1** The “*Administrative Uniformity Committee Mission Statement, History and Governing Principles*” states that WGs will present their work products to the corresponding TAG. The TAG will then present the work product to the Operations Committee. The purpose of this policy and procedure is to allow WGs to present work products to the AUC Operations Committee when the responsibility is delegated to the WG from the corresponding TAG.

**3.2** It will maintain consistency in the process used for TAG and WG interaction.

### 4. Organizational Scope

All Operations TAGs and WGs

### 5. Policy Statement

Decision-making authority will conform to the process documented in *Administrative Uniformity Committee Mission Statement, History and Governing Principles* unless timeliness or expertise requires decisions to be made at the WG level. Delegation of that authority will be done according to this policy and procedure.

### 6. Definitions

N/A

### 7. Procedure

**7.1** When it improves timeliness or the expertise is at the WG level, WGs can ask for, or TAGs can specify, that the work product can be presented to the AUC Operations Committee by the WG.

**7.2** Approval for this delegation of authority will be done by the TAG using Robert’s Rules of Order as specified in *Administrative Uniformity Committee Mission Statement, History and Governing Principles*, section 7.3.4.

**7.3** The WG will present the work product to the Operations Committee along with the following documentation.

- a recommendation for approval if the WG reached unanimous consensus
- documentation of outstanding issues if unanimous consensus was not reached which can include:
  - alternative solutions
  - pros and cons of alternative solutions
  - list of organizations supporting each alternative

**8. Review Responsibility** - AUC Executive Committee

**9. Approved By** - AUC Operations Committee

**10. Date of Approval** - September 2, 2014

**11. Next Review Due Date** - 2015