

Executive Limitations

Policy Title	Policy Number
Communication and Support to the Council	EL-4
	Date of Approval
	March 14, 2012
Responsible Authority	Date of Revisions
CMLTM Council	June 02, 2016 September 14, 2016, October 19, 2018, September 25, 2020
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The Registrar/CEO will ensure the Council is informed and supported in its work.

Accordingly, the Registrar/CEO shall:

1. Advise and participate in the development of Council policies. Initiate and participate in policy revisions on a regular basis.
2. Submit monitoring data required by the Council in a timely, accurate, and understandable fashion, directly addressing the provisions of Council policies being monitored.
3. Report in a timely manner any actual or anticipated noncompliance with any policy of the Council.
4. Submit unbiased decision information required periodically by the Council and ensure the Council is aware of relevant trends.
5. Ensure the Council is aware of any significant incidental information it requires, including anticipated media coverage, threatened or pending lawsuits, and material internal and external change.
6. Advise the Council if, in the Registrar/CEO's opinion, the Council is not in compliance with its own policies, particularly in the case of Council behavior that is detrimental to the work relationship between the Council and the Registrar/CEO.
7. Present information in a clear and concise manner which is easily differentiated into one of the three categories: monitoring, decision preparation, or other.
8. Provide a workable mechanism for official Council or Committee communications.
9. Deal with the Council as a whole, when addressing official business, except when (a) fulfilling individual requests for information or (b) responding to Council members or committees duly charged by the Council.