

Standard Operating Procedure (SOP): Resolution Decision-Making Process and Approval Authority

This SOP defines the **resolution decision-making process and approval authority**, detailing the steps for evaluating, debating, and finalizing organizational resolutions. It covers the roles and responsibilities of decision-makers, criteria for proposing resolutions, methods for assessing options, the hierarchy of approval authority, documentation requirements, and communication of approved resolutions to relevant stakeholders. The objective is to ensure transparent, efficient, and consistent decision-making aligned with organizational policies and governance standards.

1. Purpose

To establish a standardized process for making, evaluating, and approving resolutions within the organization, promoting transparency, accountability, and alignment with governance frameworks.

2. Scope

This SOP applies to all staff and organizational units engaged in proposing, evaluating, approving, and communicating resolutions.

3. Definitions

- **Resolution:** A formal decision or directive adopted by the organization.
- **Decision-making body:** The group/person authorized to evaluate and approve resolutions.
- **Approval authority:** The defined role(s) within the hierarchy authorized to make final decisions on resolutions.

4. Roles and Responsibilities

| Role | Responsibility |
|-------------------------|--|
| Proposer | Drafts and submits resolution proposals based on identified needs or issues. |
| Review Committee | Evaluates proposals, conducts assessments, and makes recommendations. |
| Approval Authority | Makes final decisions to approve or reject the resolution. |
| Secretary/Record Keeper | Documents the process, decisions, and ensures communication with stakeholders. |
| Stakeholders | Receive and acknowledge the approved resolutions. |

5. Procedures

1. **Proposal Submission**
 - Resolution proposer submits a written proposal using the prescribed template.
 - Include background, objectives, expected outcomes, and supporting data.
2. **Initial Review and Registration**
 - Secretary/Record Keeper logs the proposal and forwards it to the Review Committee.
3. **Evaluation and Assessment**
 - The Review Committee assesses feasibility, risks, alignment with policies, and alternative options.
 - Recommendations and findings are documented.
4. **Debate and Deliberation**
 - Decision-making body debates the merits, considers input from relevant parties, and may request revisions.
5. **Approval Process**
 - Resolutions are escalated through the defined approval hierarchy based on impact/authority level:
 - Operational: Department Head
 - Strategic/High impact: Executive Committee/Board
 - Approval or rejection is formally recorded.
6. **Documentation**
 - All proposals, reviews, minutes, approvals, and supporting documentation are securely archived.
7. **Communication**
 - Approved resolutions are communicated to all relevant stakeholders via email, portal, or other defined methods within five business days.

6. Approval Authority Hierarchy

| Resolution Type | Approval Level |
|--------------------------|--|
| Operational | Department Head/Manager |
| Financial (up to \$X) | Finance Controller |
| Organizational/Strategic | Executive Committee/Board of Directors |

7. Documentation Requirements

- Resolution proposal forms
- Review Committee assessments
- Meeting agendas and minutes
- Approval records and signatures
- Communication log
- Archival in the document management system

8. Communication of Approved Resolutions

- Notified parties: Proposing department, all affected teams, and leadership.
- Methods: Email notification, organization portal, bulletin board, or official circular.
- Timeline: Within five business days post-approval.

9. Revision History

| Version | Date | Description | Author |
|---------|------------|-----------------|---------------|
| 1.0 | 2024-06-01 | Initial release | [Author Name] |