

# INDEX

Interstate Medical Licensure Compact  
Policies

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1 INTERSTATE MEDICAL LICENSURE COMPACT

2  
3 Policies

4  
5 **#1 – Policy on Policies**

6  
7 ADOPTED: APRIL 1, 2016

8  
9 EFFECTIVE: APRIL 1, 2016

10  
11 AMENDMENT HISTORY (LIST WHEN AMENDED AND CITE SECTION NUMBER):

- 12 • None

13  
14 **I. Policy Statement**

15  
16 The Interstate Medical Licensure Compact (IMLC) Commission is committed to  
17 providing policies that clearly interpret and provide guidance on its actions in the  
18 interpretation, application and administration of the IMLC. Policies are not legally  
19 binding, but are intended to provide clarity, guide decisions, or implement a procedure  
20 or protocol.

21  
22 **II. PURPOSE**

23  
24 The purpose of this policy is to establish:

- 25  
26 1. A formal mechanism to create, approve, rescind and periodically review IMLC  
27 policies.  
28  
29 2. A central policy archive that is accessible and easy to use.

30  
31 **III. DEFINITIONS**

32  
33 **Policy** – A policy is a governing set of principals that guide the IMLC Commission in  
34 its actions in the application and administration of the IMLC. It helps to ensure  
35 compliance with applicable laws and regulations, promotes operational efficiencies,  
36 and provides a basis for consistent decision-making, resources allocations or a  
37 method of action selected to guide and determine present and future decisions. It  
38 mandates actions or constraints and contains specific procedures to follow.

39  
40 **Policy action** – A policy may be created, amended or rescinded.  
41

42 **Policy development** – Commissioners or IMLC Commission committees may  
43 propose policy action. The IMLC Commission will determine the need for policy  
44 action pertaining to the interpretation or application of the language and provisions of  
45 the IMLC. The IMLC Commission may delegate authority to the executive director to  
46 determine the need for policy action for the administration of the IMLC.

47  
48 **Policy approval** – The authority to determine which policy action requires approval  
49 of the IMLC Commission rests with the executive committee, which shall review  
50 proposed policy action and decide to recommend it with or without amendments,  
51 return it for further study and analysis, or reject it all together. The Commission may  
52 review any approved or rejected policy and choose to vote to approve, rescind or  
53 reject such action of the executive committee.

54  
55 **Policy maintenance** – All policies will be maintained centrally and will be accessible  
56 to all interested persons through the IMLC Commission website. Anyone  
57 responsible for creating, distributing or revising IMLC policy shall follow the  
58 procedures outlined in this policy.

#### 60 **IV. DEVELOPMENT**

61  
62 Proposed policy actions shall be presented in a format that includes:

- 63 1. *Policy Statement* – This is a summary of the policy action.
- 64 2. *Purpose* – This section addresses what the policy action intends to accomplish.
- 65 3. *Definitions* – This section lists and defines specific terms in the policy action.
- 66 4. *Development* – This section lists the format of a policy action.
- 67 5. *Requirements* – This section delineates the requirements of a policy.

#### 70 **V. REQUIREMENTS**

- 71 1. An IMLC policy shall be clearly written and understandable and be accessible  
72 to the IMLC Commission, member states, and the public.
- 73 2. An IMLC policy shall be consistent with applicable laws and regulations and  
74 case law.

- 82 3. An IMLC policy is effective upon adoption, or shall express an effective date,  
83 and the policy shall remain in effect until amended or rescinded by the  
84 authorized authority, or as expressed in the policy, such as a sunset clause.  
85 The date of amendment(s) to an existing policy shall be expressed, but the  
86 original policy adoption date shall be retained.  
87
- 88 4. All IMLC policies shall be reviewed and updated every five fiscal years or earlier  
89 as needed.  
90
- 91 5. All IMLC policies shall be maintained on the IMLC Commission's website.  
92 Policies that are rescinded shall be removed on the effective date of the policy  
93 action.  
94
- 95 6. An IMLC policy action shall be announced in a press release created and  
96 distributed by the communications committee.  
97

98 **VI. RESPONSIBILITY**  
99

100 The executive committee shall be responsible for ensuring that all IMLC policies are  
101 current, compliant with all statutory requirements and case law, and consistent with  
102 other applicable standards. The executive committee may delegate this responsibility to  
103 the executive director.  
104

105  
106 **#2 – Policy on Conflict of Interest**  
107

108 ADOPTED: JUNE 24, 2016  
109

110 EFFECTIVE: JUNE 24, 2016  
111

112 AMENDMENT HISTORY (LIST WHEN AMENDED AND CITE SECTION NUMBER):

- 113 • None  
114

115 **I. POLICY STATEMENT**  
116

117 Interstate Medical Licensure Compact (IMLC) commissioners and staff members occupy  
118 positions of trust and good faith and are obligated to act in the best interest of the IMLC and its  
119 member boards without regard to their personal benefit or the interests of other organizations  
120 with which they are associated. IMLC commissioners and staff member shall disclose all actual  
121 or perceived conflicts of interest and shall recuse themselves from all discussions and decisions  
122 when a conflict of interest has been disclosed or identified, unless a majority of the quorum of the  
123 IMLC Commission determines otherwise.

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## II. PURPOSE

The purpose of the conflict of interest policy is to foster public confidence and trust in the IMLC Commission and to protect the interests of the IMLC Commission as it conducts its business. This policy is intended to prevent actual or perceived conflicts of from influencing IMLC commissioners or staff members in the performance of their duties.

## III. DEFINITIONS

**Conflict of Interest** – An actual or perceived conflict of interest exists when a financial or other relationship might directly or indirectly benefit the private or personal interests of an IMLC commissioner or staff member, or prejudice an IMLC commissioner or staff member in business before the IMLC Commission. A majority of the quorum of the IMLC Commission may determine if an actual or perceived conflict of interest exists for an IMLC commissioner or staff member

**Financial Interest** – Is an interest, whether through commitment, investment, relationship, obligation, involvement, loan, donation, exchange transaction, or otherwise, direct or indirect, that may influence a person’s judgement.

**Gift** – Is any item or service with monetary value in excess of \$50.00 offered to the IMLC Commission, an IMLC commissioner or an IMLC staff member without the expectation of compensation to the contributor. The gift might be tangible or intangible.

## IV. REQUIREMENTS

1. **Duty to Disclose.** IMLC commissioners and staff members have a duty to disclose all actual and perceived conflicts of interest for themselves or other IMLC commissioners or staff members.
  
2. **Personal recusal.** IMLC commissioners and staff members who disclose a personal conflict of interest shall recuse themselves from all discussions and decisions, on the matter, unless otherwise determined by a majority of the quorum of the IMLC Commission, or by a majority of a committee designated by the IMLC Commission. The recusal shall be recorded in the IMLC Commission minutes or in a disclosure form provided by the IMLC Commission at the initiation of a meeting.

164 **3. Commission-directed recusal.** If an IMLC commissioner or staff member  
165 becomes aware of the existence of an actual or perceived conflict of interest,  
166 the IMLC commissioner or staff member shall provide this information to the  
167 IMLC Commission or a committee designated by the IMLC Commission.  
168 Upon the commissioner’s own motion, or motion of a party, a majority of the  
169 quorum of the IMLC Commission may recuse a commission upon a  
170 determination that the actual or perceived conflict of interest raises an  
171 unacceptable risk of bias or prejudgment in matters before the IMLC  
172 Commission. The recusal shall be recorded in the IMLC Commission minutes  
173 or in a disclosure form provided by the IMLC Commission at the initiation of a  
174 meeting.

175  
176 **4. Gifts.** The IMLC Commission shall maintain a public listing of all gifts.  
177

178 **5. Annual review of this policy.** Each IMLC commissioner and staff member  
179 shall annually sign a statement which affirms such person:  
180

- 181 a. Has received a copy of the conflict of interest policy,
- 182 b. Has read and understands the policy, and
- 183 c. Has agreed to comply with the policy.

184  
185 **6. Administration of this policy.** The IMLC Commission executive committee  
186 shall be responsible for administering this policy and ensuring that this policy is  
187 current, compliant with all statutory requirements and case law, and consistent  
188 with other applicable standards. The executive committee may delegate  
189 administration and maintenance of this policy to the IMLC executive director.  
190

191  
192 **#3 – Policy on Executive Committee Spending Authority**

193  
194 ADOPTED: FEBRUARY 22, 2017

195  
196 EFFECTIVE: FEBRUARY 22, 2017

197  
198 AMENDMENT HISTORY (LIST WHEN AMENDED AND CITE SECTION NUMBER):

- 199 • None

200  
201 **I. POLICY STATEMENT**

202  
203 The Interstate Medical Licensure Compact (IMLC) commissioners and staff members are  
204 committed to efficiently and responsibly procuring goods and service necessary to carry out the

205 operations of the IMLC; paying bills and expenses; and monitoring all expenditures for  
206 compliance with applicable laws, regulations and policies. In order to assure timely, effective  
207 business operations, it may be advantageous to delegate limited spending authority to certain  
208 groups or individuals.

209

## 210 **II. PURPOSE**

211

212 The purpose of this policy is to establish:

213

214 • A formal mechanism to empower the Executive Committee spending authority for  
215 goods and services **up to \$5,000** without IMLC Commission approval.

216

217 • A formal process for the Executive Committee to delegate signature authority to  
218 appropriate parties for purchasing goods or services pursuant to this policy.

219

220 • A definition of qualified expenditures under this policy.

221

222 • A process for reporting expenditures authorized by the Executive Committee or  
223 its designees(s) to the IMLC Commission.

224

## 225 **III. DEFINITIONS**

226

227 ***Qualified expenditure*** – Any type of goods or services totaling **up to \$5,000**  
228 necessary to carry out the day-to-day operations of the IMLC.

229

230 ***Signature authority*** – Delegation to a designated individual or individuals to sign  
231 contracts or other documents authorizing expenditures made pursuant to this policy.

232

## 233 **IV. REQUIREMENTS**

234

235 **1. Documentation of expenditures.** All expenditures made in accordance with  
236 this policy shall be immediately documented in a format established and  
237 approved by the IMLC Commission and maintained by the Executive  
238 Committee.

239

240 **2. Report.** The Executive Committee shall prepare a report of all expenditures  
241 made under this policy to be presented to the IMLC Commission annually, or  
242 more frequently if requested by the IMLC Commission.

243

244 **3. Annual review of this policy.** The IMLC Commission Bylaws and Rules  
245 Committee shall review this policy each year and make recommendations to  
246 the IMLC Commission for continuation or modification of this policy.  
247

248 **4. Administration of this policy.** The Executive Committee shall be responsible  
249 for administering this policy and ensuring that this policy is current, compliant  
250 with all statutory requirements and case law, and consistent with other  
251 applicable standards. The Executive Committee may delegate administration  
252 and maintenance of this policy to the IMLC executive director.  
253

#### 254 **#4 – Policy on Annual Report**

256 ADOPTED: MARCH 20, 2018

258 EFFECTIVE: MARCH 20, 2018

260 AMENDMENT HISTORY (LIST WHEN AMENDED AND CITE SECTION NUMBER):

- 262 • None

#### 263 **VII. Policy Statement**

264 The Interstate Medical Licensure Compact (IMLC) Statute Section 12, paragraph “q”  
265 states that the Interstate Commission shall report annually to the legislatures and  
266 governors of the member states concerning the activities of the Interstate Commission  
267 during the preceding year.  
268

#### 269 **VIII. PURPOSE**

270 The purpose of this policy is to:

- 271 A. Assign to the Communications Committee the responsibility for creation,  
272 production, and distribution of the annual report.
- 273 B. Establish the date the annual report shall be released.
- 274 C. Identify the mandatory content of the annual report.

#### 275 **IX. DEFINITIONS**

276



285 **Year** – The annual report shall cover the activities of the Interstate Commission  
286 during the established fiscal year which is the period of time between July 1 of a  
287 given year to June 30 of the following year.

288  
289 **X. DEVELOPMENT**

290  
291 Proposed policy actions shall be presented in a format that includes:

292  
293 A. The Communications Committee shall be responsible for the creation, production  
294 and distribution of the annual report. The committee may delegate  
295 responsibilities to the executive director.

296  
297 B. The annual report shall be release not later than 120 days after the end of the  
298 fiscal year. The 2017 Annual Report will be considered a transition report as the  
299 reporting cycle moves from a calendar year reporting cycle to a fiscal year cycle.  
300 The result is that the 2017 Annual Report will reflect the activities of the Interstate  
301 Commission from January 1, 2017 to June 30, 2017.

302  
303 C. Content of the annual report shall be determined by the Communications  
304 Committee, which will include as a minimum:

- 305  
306 1. Reports of financial audits and any recommendations that may have been  
307 adopted by the Interstate Commission;  
308  
309 2. A report of the budget;  
310  
311 3. A summary of policies, amendments to the bylaws, amendments to the  
312 rules, and advisory opinions that were issued or renewed by the Interstate  
313 Commission;  
314  
315 4. Information on licenses issued, including renewals, through the Compact;  
316  
317 5. Information on compliance actions through the Compact;  
318  
319 6. A Roster of Compact member boards and their appointed commissioners;  
320  
321 7. A summary of committee activities; and  
322  
323 8. A report from the executive director.

324  
325 **XI. RESPONSIBILITY**

326  
327 The executive committee shall be responsible for administering this policy and  
328 ensuring that this policy is current, compliant with all statutory requirements and  
329 case law, and consistent with other applicable standards. The executive committee  
330 may approve the publication of the annual report as presented by the  
331 Communications Committee. The executive committee may delegate administration  
332 and maintenance of this policy to the executive director.

333  
334 **#5 – Policy on IMLCC Reserve Funds**

335  
336 ADOPTED: MAY 18, 2018

337  
338 EFFECTIVE: JULY 1, 2018

339  
340 AMENDMENT HISTORY (LIST WHEN AMENDED AND CITE SECTION NUMBER):

- 341 • None

342  
343 **I. Policy Statement**

344  
345 The Interstate Medical Licensure Compact (IMLC) Statute Section 13 establishes the  
346 Interstate Commission with financial powers, including the establishment of an annual  
347 budget. IMLC Bylaws, Article VIII, establishes the fiscal years and covers matters of  
348 IMLCC finance. The IMLCC budget intends to establish reserve funds to provide for  
349 contingency funding and large item purchase funding. These reserve funds are  
350 necessary to ensure that financial resources are sufficient and available to prevent the  
351 creation of debt obligations.

352  
353 **II. PURPOSE**

354  
355 The purpose of this policy is to:

- 356  
357 A. Define the types of reserve funds to be developed and maintained.  
358  
359 B. Define how the reserve fund amount(s) are to be determined.  
360  
361 C. Define the authorization required to use the cash fund.  
362  
363 D. Define how unexpended reserve funds are to be handled.

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366 **III. DEFINITIONS**

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**Cash** – Money that is held in an account, including certificates of deposit and other secured financial instruments, owned and controlled by the IMLCC at a Federal Deposit Insurance Corporation (FDIC) member bank.

**Reserve Fund** – An amount of cash set aside to meet future liability.

#### IV. DEVELOPMENT

The IMLCC can create multiple reserve funds. The creation of a reserve fund is initiated as a motion from the Budget Committee, reviewed by the Executive Committee, and requires the approval of a majority of IMLC commissioners present during a regularly scheduled IMLCC meeting. The reserve funds may be built during a single fiscal year or may be built over multiple fiscal years. These funds include:

- A. General Reserve Fund – A specific amount of cash held in anticipation to meet unforeseen financial obligations or budget shortfalls. Expenditures from this fund require a motion from an IMLCC committee and requires the approval of a 2/3rd majority of the IMLC commissioners present during a regularly scheduled meeting.
- B. IT Reserve Fund – An amount of cash to be established as part of the budget development process of the Budget Committee. A specific IT project must be identified, such as to reserve funds to pay for the replacement or upgrade the current Data Management System, and the funds are only available to pay for that identified project. There can be more than one IT Reserve Fund created and maintained. Expenditures from this fund require the approval of the Executive Committee. Funds that are not used shall revert to the IMLCC General Reserve Fund.
- C. Capital Project Reserve Fund – An amount of cash to be established as part of the budget development process of the Budget Committee. A specific project must be identified, and funds are only available to pay for that identified project. There can be more than one Capital Project Reserve Fund created and maintained. Expenditures from this fund require the approval of the Executive Committee. Funds that are not used shall revert to the IMLCC General Reserve Fund.
- D. Special Project Reserve Fund – An amount of cash to be established as part of the budget development process of the Budget Committee. A specific project must be identified, and funds are only available to pay for that identified project.

408           There can be more than one Special Project Reserve Fund created and  
409           maintained. Expenditures from this fund require the approval of the Executive  
410           Committee. Funds that are not used shall revert to the IMLCC General  
411           Reserve Fund.

412  
413   **V.    RESPONSIBILITY**

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415   The executive committee shall be responsible for administering this policy and ensuring  
416   that this policy is current, compliant with all statutory requirements and case law, and  
417   consistent with other applicable standards. The executive committee may delegate  
418   administration and maintenance of this policy to the executive director.  
419