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AN ADMINISTRATIVE POLICY ON RULES AND REGULATIONS

by

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March, 1967

AN ADMINISTRATIVE POLICY ON RULES AND REGULATIONS

Joseph Di Franco

It is common tendency on the part of most individuals to want rules and regulations by which everyone else is controlled. We are all guilty at one time or another in saying "there ought to be a law..."! This invariably occurs when we have been or think we have been mistreated, abused or in some way embarrassed. However, the conversely is also true that when the rule, regulation or law interferes with our personal actions and desires, we criticize emphatically the need for such controls. This common human characteristic has always been a part of the human scheme of things, aside from calling attention to the need for (1) a more cautious approach to creation of more rules and regulations, and (2) a more realistic attitude being developed by all of us. This paper is not intended to dwell in the aspect, should there be laws, when or why.

What the author wishes to call attention to is the application of administrative decisions regarding the establishment and controls of rules and regulations. The administrator is the one who must decide when to apply the law, how to interpret the intent of the law in making decisions. Too many individuals find this the hardest aspect of the administrative job, yet this is an important if not the major responsibility of administration.

Some ignore the laws.

It is a very difficult aspect of administration to determine what policy should be adopted. Some apply the law without discrimination, some apply the law upon occasion and others ignore the laws completely. What should the policy be? To answer this, an administrator needs to first understand the true purpose of formal regulations.

The author believes there is only one real meaningful reason why rules (laws) are necessary. That is: that through adoption of formal rules, etc., the group affected by the action benefits. Or to say it in another way, when the majority of individuals benefit by a law or regulation, it is necessary. Thus the individuals benefit because the group to which they belong benefit. The emphasis is on the group benefit and not necessarily always on the individual. For example, traffic lights limit the freedom of the individual auto driver but they speed up the flow of traffic with less chaos and risk to all drivers. It benefits the group and the individual within the group although at times individuals may be hindered, delayed or restricted.

In addition to the benefit to the group, naturally there is the assumption that the majority must understand what benefits are derived for the rule to be effective. This aspect must be understood in the light of how to obtain support from the individuals. A good administrator makes sure that (1) all individuals affected by the rules and laws understand the need for them, and (2) the group will support them.

The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for ensuring transparency and accountability in financial operations. This section also outlines the various methods and tools used to collect and analyze data, highlighting the need for consistency and precision in data entry and reporting.

The second part of the document focuses on the implementation of internal controls and risk management strategies. It details how these measures are designed to prevent fraud, reduce errors, and protect the organization's assets. The text provides a comprehensive overview of the different types of risks faced by the organization and the specific controls put in place to mitigate them. It also discusses the role of management in monitoring and evaluating the effectiveness of these controls.

The third part of the document addresses the financial performance of the organization over a specific period. It includes a detailed analysis of the income statement, balance sheet, and cash flow statement, providing insights into the company's profitability, liquidity, and solvency. The text also compares the organization's performance against industry benchmarks and identifies areas for improvement.

The fourth part of the document discusses the organization's strategic vision and long-term goals. It outlines the key initiatives and projects that will be undertaken to achieve these goals, including investments in research and development, marketing, and human resources. The text also discusses the organization's commitment to social responsibility and environmental sustainability, highlighting the various programs and initiatives in place to address these issues.

The fifth part of the document provides a summary of the key findings and conclusions of the report. It reiterates the importance of maintaining accurate records and implementing effective internal controls, and highlights the organization's strong financial performance and strategic vision. The text also provides recommendations for future actions and areas for further research.

There is, however, in most organizations a problem of applying or enforcing the regulations when certain individuals are concerned. Not necessarily from the point of view of the individual but from the point of view of the administrator. When to apply the law becomes a crucial decision but this is why we have administrators.

Fundamentally the law should always be applied when it is obvious that the organization will benefit. Therefore, it seems logical that the law must not be applied if it does not benefit the organization. Many will say, "but there is a rule!", and assume because there is a rule, it must be applied. To use this approach will lead to problems. It may be the "law" is obsolete. It may only be necessary in specific or extreme cases, in which case of course true justice can only be attained by either canceling the obsolete law (or modifying it) or making sure that the circumstances meet the requisite for applying the law.

The criteria, however, is always based upon whether the organization benefits by the application of the law. The organization meaning of course the majority of the individuals that make up the group.

It seems logical therefore that when an individual asks for reconsideration of the rule that normally would be applied, the circumstances must be studied to determine if it is counter to the group's interest. If it does not go counter to the group (or harm

any members of the group) the exception can be granted. (If there are too many exceptions granted it becomes obvious the rule is invalid or needs modification.) Naturally the administrator (or judge) must be consistent in his interpretation.

Many administrators become rigid or inflexible in allowing exceptions because this brings on criticism or leads to a barrage of requests, if the policy of interpretation is always based upon whether the exception harms the organization or any members. Once this policy is understood the requests for exceptions will be confined to valid cases where circumstances warrant special attention.

It is important that the administrator make his policy known by keeping his staff informed. Rules and laws must be determined on real need and they should be deleted or modified to meet the changing circumstances within the development of the social group.

A good administrator knows his organization's needs, knows the rules and regulations and how they relate to his staff. Keeps everyone informed. Judges exceptions on the basis of their effect on the organization and its members. Makes exceptions when valid need arises, when no one suffers from the granting of the exceptions. Does not hesitate to modify the rules with the changing needs of the group. He makes sure that the individuals concerned by his action understand the basis upon which the decision was made.



This will not necessarily eliminate all problems but it will minimize them. This procedure will also gain the respect from the staff even when decisions may be counter to specific individuals interest.

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THE HISTORY OF THE

The history of the world is a vast and complex subject, encompassing the lives and actions of countless individuals and the events that have shaped our planet. From the dawn of civilization to the present day, the human story is one of constant change and evolution. The early years of our species are marked by a struggle for survival, as our ancestors sought to adapt to their environments and find ways to sustain themselves. Over time, however, we have developed a unique capacity for reason and creativity, which has allowed us to build societies, create art, and explore the frontiers of knowledge. The history of the world is not just a record of events, but a testament to the resilience and ingenuity of the human spirit. It is a story that continues to unfold, as we navigate the challenges of the modern world and strive for a better future for all.

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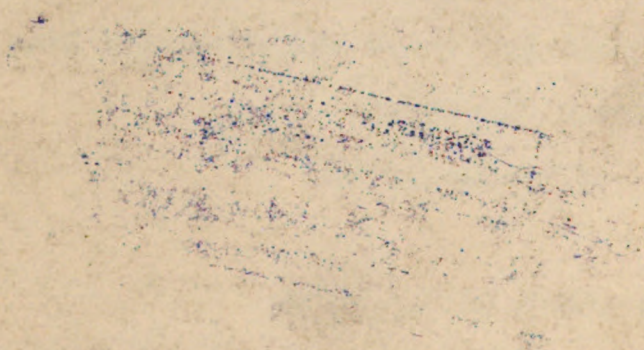
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