

POLICY FORMAT

I. NAME

This document shall be called the Policy Format.

II. PURPOSE

Each policy shall state the purpose for which it is established.

III. DATE OF EFFECTIVENESS

Policies shall be effective when approved by a majority vote of the appropriate council and standing committee and report to the Board of Directors (BOD) or, in the case of a BOD Policy, by the BOD itself.

IV. AMENDMENTS

Policies may be amended by a 2/3 majority vote of the appropriate council and standing committee and reported to the BOD or, in the case of a BOD Policy, by the BOD itself.

V. GUIDELINES

The guidelines should include philosophy, policy objectives, rules and regulations and areas or people affected.

Approved BOD: 12-9-88
Clean-up Changes: Summer 1999