

## 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 (BOD) or, in the case of a BOD Policy, by the BOD itself.

### IV. AMENDMENTS

Policies may be amended by a  $2/3$  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  
Reviewed: 1/26/18