

POLICY APPROVAL AND DISTRIBUTION

1. When policies are under review and being changed by committee they are copied (File, Save As) into a draft policy folder. Any changes from original text are noted in the document with strike-out and bold.
2. The final draft policy (including strike-out and bold) is attached to both the Committee Report and the notice of motion when a Committee is recommending approval.
3. Motion approving the policy is voted on by the Board.
4. If approved by Board, the policy is cleaned (removing strike-out and bold) and placed into the "pending distribution" folder.
5. A Policy Manual update is sent out twice per year and all policies in "pending distribution" folder are sent in hardcopy form to all policy manual holders. An e-mail copy is also sent to update website.
6. Once distribution has been completed, then and only then are the original policies overwritten with new policies in the final destination folder. This way the files on the computer will always match exactly to what has been distributed.