

Reviewed April 10, 2023

**Establishment of Policies/Procedures**

**1. Objective/Purpose:**

To define an orderly and consistent method to establish or change existing Unit policies/procedures.

**2. Scope:**

This policy applies when the Board feels it necessary to establish or change an existing policy/procedure. Individual Unit members may recommend to the Board that such an action is needed.

**3. Policy:**

A set of policies/procedures shall be established and maintained that direct the normal operation of the Unit. The policies/procedures shall be in more detail than the Unit by-laws. After the need for a new policy/procedure has been identified, the Board shall instruct the Unit Secretary to work with those Unit members who are most knowledgeable about the subject. The draft policy/procedure will be prepared and submitted to the Board for their concurrence. Concurrence will be by majority vote and then the policy or procedure will be distributed to the Unit membership.

Changes to existing policies/procedures shall follow the same process as the establishment of new ones described above.

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