

GOVERNANCE & OPERATIONS

FILE CODE: GO/8309R

GOVERNANCE PROCEDURES
CHANGES IN INTERNAL POLICY MANUAL

Staff Participation in Internal Policy Development

The Executive Director will establish such staff committees as he/she deems necessary to recommend policies, rules, and procedures for the proper functioning of the Association.

All personnel are encouraged to assist in the formulation of recommended policy for the Association through their Department Directors.

In the development of procedures and arrangements for the operation of the Association, the Executive Director will include, at the planning stage whenever feasible, those employees who will be affected by such provisions.

The Executive Director shall encourage open employee channels for the ready intercommunication of ideas and feelings regarding the operation of the Association.

Regulations implementing policy will be provided to the Board of Directors as an information item no later than the next meeting after the regulation goes into effect.

Technical changes to policy, such as title changes and cross references, will be provided to the Board of Directors as an information item no later than the next meeting after the technical change is made.

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