

## **ARTICLE I: THE POLICY MANUAL**

### **SECTION 1.2: CHANGES TO THE POLICY MANUAL**

#### **PURPOSE**

To define the practices and procedures to be followed in making changes to the APCO Policy Manual.

#### **AUTHORITY**

The Illinois APCO Policy Manual is established in accordance with the provisions of Article V, Section 2 of the Chapter's Constitution. Certain requirements for amending the APCO Policy Manual are contained therein. This section further defines those requirements.

#### **POLICY**

1. The authority to establish, amend, or delete sections of the Illinois APCO Policy Manual is defined in Article V, Section 2 of the Chapter's Constitution. The requirements of the Constitution shall be followed.
2. A proposal to modify the APCO Policy Manual may be submitted by the Executive Board, by any committee of the Chapter or by any member of the Chapter who is eligible to vote in the Chapter business meetings. Such entity shall be known as the "maker".
3. Proposals to modify the Illinois APCO Policy Manual shall be submitted in accordance with either of the following two formats:
  - 3.1 Method A generally is best used in cases of minor changes to existing sections of the Illinois APCO Policy Manual.
    - 3.1.1 The maker prepares a cover letter explaining the need for the proposed change and the benefits to be gained.
    - 3.1.2 The maker prepares a document showing the proposed changes in the text. The proposal shall show not less than the entire paragraph in which text is to be changed and may include the entire Illinois APCO Policy Manual Section.
    - 3.1.3 The maker highlights text changes by showing text to be deleted as ~~strikethrough text~~ and text to be added as underline text.

- 3.2 Method B generally is best used in cases of major changes to an existing section involving changes in text to a significant portion of the document. Method B is the only method that is practical for new sections to be added to the Illinois APCO Policy Manual.
  - 3.2.1 The maker prepares a cover letter explaining the need for the proposed change and the benefits to be gained. The maker includes a statement that the proposed change is either a “new section” or is a “complete replacement of the existing section”.
  - 3.2.2 The maker prepares a complete section that, upon adoption by the Executive Board, will be inserted into the Illinois APCO Policy Manual. The new document shall not use ~~strike through~~ or underlining as means of highlighting changes to the text.
  - 3.2.3 The format of the proposal shall conform to the general style of Illinois APCO Policy Manual sections as demonstrated by this section. The Constitution and Bylaws Committee may be consulted for assistance in formatting the proposal.
4. The maker shall submit the proposal to the President.
5. The President shall forward the proposal to the Executive Board for review and comment. If time permits, the Executive Board members may make comments to the maker prior to the proposal being considered for adoption. Such comments shall be non-binding on the maker.
6. The new or modified Illinois APCO Policy Manual Section shall become effective upon its passage by a majority vote of the Executive Board.
7. The President shall deliver a printed copy of the approved new or modified Illinois APCO Policy Manual section to the Chair of the Constitution and Bylaws Committee.
  - 7.1 The Constitution and Bylaws Committee shall verify that the new or revised section is in the proper format.
  - 7.2 The Constitution and Bylaws Committee may make non-substantive changes in the format of the document including changes in font, spacing, grammar, spelling, punctuation, highlighting, and numbering to conform to the general format of the Illinois APCO Policy Manual.
  - 7.3 The Constitution and Bylaws Committee may correct words that are used improperly when the correction is based upon the context of the sentence within which the word appears and the proper word is readily obvious.
  - 7.4 The Constitution and Bylaws Committee may correct a cross-reference to the Illinois APCO Constitution, the Illinois APCO Bylaws, or to other sections of the Illinois APCO Policy Manual provided that:
    - 7.4.1 The Committee can readily determine the correct cross-reference based upon the context; or

- 7.4.2 The Committee can determine the correct cross-reference based upon earlier versions of the same or similar sections of the Illinois APCO Policy Manual; based upon the minutes of Executive Board meetings; based upon changes to the Illinois APCO Constitution and/or Bylaws that may have changed the numbering of those documents; or based upon other verifiable historical research; or
  - 7.4.3 If the Committee is unable to determine the proper cross-reference, then the Committee shall report the problem to the Executive Board and seek the Board's guidance in preparation of an amendment to the Policy Manual section that will correct or eliminate the error.
- 8. The Constitution and Bylaws Committee shall update the Index each time a new section is added or a section is amended.
- 9. After the Constitution and Bylaws Committee has verified the accuracy of the new/modified section, the President shall cause the new or modified Illinois APCO Policy Manual Section and the updated Index to be published in accordance with the requirements of Section 1.1 of the Illinois APCO Policy Manual.