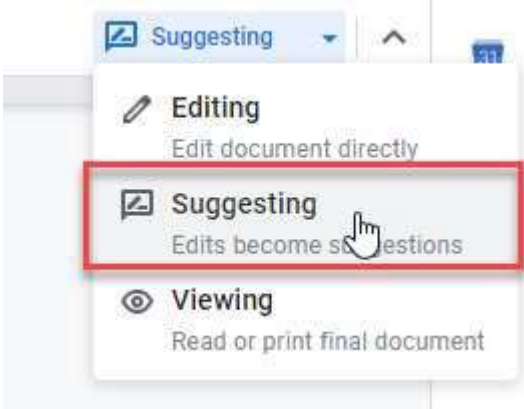


## Procedure to Amend Policies and Procedures

<p>Note:</p>	<ul style="list-style-type: none"> <li>The approved Policies and Procedures (P&amp;Ps) documents are displayed on the AAUW California website <a href="#">HERE</a>. An editable version is stored on Google Docs. This can be used to suggest amendments, following the steps below.</li> <li>All suggested changes will be reviewed by Governance as described below.</li> <li>Suggestions for changes may be made up to two weeks before a board meeting.</li> <li>A final, approved version will be posted on the AAUW California website following each regularly scheduled board meeting</li> </ul>
<p><b>Step 1</b></p>	<p>Access the editable version of the P&amp;Ps <a href="#">HERE</a> (or go to <a href="http://aauw-ca.org">aauw-ca.org</a>&gt;CA Business&gt;AAUW California Board Support Tools&gt;Request Updates to Policies and Procedures). This document has restricted access for AAUW leaders to suggest amendments.</p> <ul style="list-style-type: none"> <li>If prompted for a password, contact the AAUW California office.</li> <li>Open the document “AAUW CA Policies and Procedures.” Allow time for it to load.             <ul style="list-style-type: none"> <li>In the blue “Editing” menu box on the top right, click “Suggesting” as shown here.</li> <li>Highlight the text to be modified and enter the changes (delete, add, type over, etc.) The suggestions will be displayed, but will not permanently change the document.</li> <li>It is also possible to enter “comments” (Insert&gt;Comment) to further clarify or explain the proposed changes.</li> </ul> </li> </ul> 
<p><b>Step 2</b></p>	<p>Advise Governance when the proposed changes are complete (<a href="mailto:governance@aauw-ca.org">governance@aauw-ca.org</a>).</p>
<p><b>Step 3</b></p>	<p>Governance will review the suggested changes to determine whether they adhere to the bylaws and existing policies as well as whether they are minor or substantive.</p> <ul style="list-style-type: none"> <li>Governance will enter any questions or comments in the document itself and the submitter will receive an email alert.</li> <li>If the changes are minor, Governance will approve the suggestions forthwith and the document will be officially modified after the next board meeting.             <ul style="list-style-type: none"> <li>Governance has editorial license to rewrite text for form ,mechanics and semantics.</li> </ul> </li> <li>If the changes are substantive, they must also be approved by the board of directors at its next regularly scheduled meeting.             <ul style="list-style-type: none"> <li>The submitter will be notified with instructions on how to prepare a motion for approval.</li> <li>Once approved by the board of directors, Governance will update the document with the changes.</li> </ul> </li> </ul>