### Instructions: Procedure to Amend Policies and Procedures

#### Note:
- The most recently approved Policies and Procedures (P&Ps) documents are posted on the AAUW California website [HERE](#). An editable version is stored on Google Docs. This can be used to suggest amendments, following the steps below.
- All suggested changes will be reviewed by Governance as described below.
- Suggestions for changes may be made up to two weeks before a board meeting.
- A final, approved version will be posted on the AAUW California website following each quarterly board meeting, if any amendments were approved at that meeting.

#### Step 1
Access the editable version of the P&Ps [HERE](#) (or go to aauw-ca.org>CA Business>AAUW California Leadership Team Support Tools>Request Updates to Policies and Procedures). This document has restricted access for AAUW leaders to suggest amendments.
- If prompted for a password, contact the AAUW California office.
- Open the document “State Policies and Procedures - editable version.” Allow time for it to load.
- In the blue “Editing” menu box on the top right, click “Suggesting” as shown here.
- 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.
- It is also possible to enter “comments” (Insert>Comment) to further clarify or explain the proposed changes.

#### Step 2
Advise Governance when the proposed changes are complete (governance@aauw-ca.org).

#### Step 3
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.
- Governance will enter any questions or comments in the document itself and the submitter will receive an email alert.
- If the changes are minor, Governance will approve the suggestions forthwith and the document will be officially modified after the next board meeting.
  - Governance has editorial license to rewrite text for form, mechanics and semantics.
- If the changes are substantive, they must also be approved by the board of directors at its next regularly scheduled meeting.
  - The submitter will be notified with instructions on how to prepare a motion for approval.
  - Once approved by the board of directors, Governance will update the document with the changes.