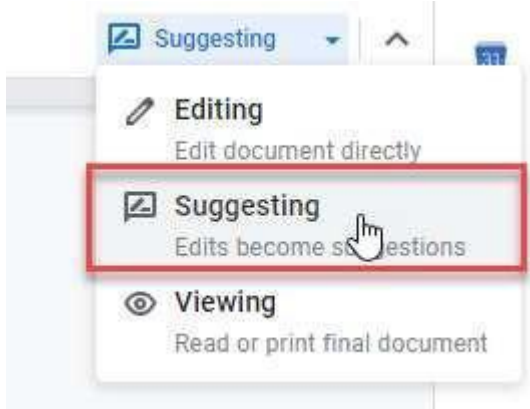


Instructions: Procedure to Amend Policies and Procedures

<p>Note:</p>	<ul style="list-style-type: none"> The approved Policies and Procedures (P&Ps) documents are displayed 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. <p>A final, approved version will be posted on the AAUW California website following each regularly scheduled board meeting</p>
<p>Step 1</p>	<p>Access the editable version of the P&Ps HERE (or go to aauw-ca.org>CA Business>AAUW California Board Support Tools>Request Updates to Policies and Procedures). This document has restricted access for AAUW leaders to suggest amendments.</p> <ul style="list-style-type: none"> If prompted for a password, contact the AAUW California office. Open the document “AAUW CA Policies and Procedures.” Allow time for it to load. <ul style="list-style-type: none"> 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. 
<p>Step 2</p>	<p>Advise Governance when the proposed changes are complete (governance@aauw-ca.org).</p>

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Step 3	<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">● 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.<ul style="list-style-type: none">○ 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.<ul style="list-style-type: none">○ 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.
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